



## Pilot 3 – Employability Assessments

### Introductory Information Pack

If you are a skilled migrant living in Australia, you may be eligible for a **free** employability assessment.

The Australian Government is offering this as part of the [Skills Assessment Pilots](#).

Pilot 3 can help you develop the workplace skills that employers are looking for.



### What is included in the program?

As part of this program, you will have access to:

- ✓ A free employability assessment
- ✓ A free coaching session
- ✓ A personalised plan to develop your employability skills
- ✓ Government-subsidised training\*

\* the Australian Government will fund 90% of course fees, to a maximum of \$3000. You will need to pay 10% towards the course fees if you wish to undertake training.

## Check your skill level

Occupation skill levels are classified by the Australian and New Zealand Standard Classification of Occupations - ANZSCO.

Each ANZSCO Occupation has an ANZSCO Skill Level from 1 to 5. Skill Level 1 is the highest skill level, and 5 is the lowest.

To find your current skill level, complete these steps:

1. Visit the [ANZSCO page on the ABS website](#).
2. In the 'ANZSCO Search' field, enter your current occupation. For example, delivery driver, cook, labourer.
3. Note the 'Skill Level' listed. For delivery drivers, the ANZSCO Skill Level is 3.
4. Repeat steps 2-3 to check the Skill Level of the occupation you are qualified in.



## What skills will the Pilot help me with?

The Pilot will help you with employability skills.

Employability skills are non-technical skills that help you to perform your job and work well with others. They are sometimes referred to as soft skills or enterprise skills.

Some examples of employability skills are:

- Numeracy
- Digital Engagement
- Teamwork
- Writing
- Reading
- Learning
- Problem Solving
- Oral Communication
- Planning and Organising
- Initiative and Innovation

## Am I eligible?






Circle ✓ or X		Eligibility Checklist
✓	X	I have received a suitable skills assessment outcome in an <a href="#">eligible occupation</a> on or after 1 January 2012 and have held it for a minimum of 12 months.
✓	X	I am living in Australia on an <a href="#">eligible permanent visa</a> .
✓	X	I am currently in paid employment below my skill level. <i>For example – I have a suitable skills assessment in accounting, and currently work as a bookkeeper</i>
✓	X	I have worked a minimum of 40 hours per fortnight within the last month. <i>This can include a mix of paid and volunteer and/or internship work and can be with more than one employer.</i>
✓	X	I am not registered as a job seeker on Centrelink, or with Workforce Australia, Disability Employment Services, or the Community Development Program.
✓	X	I have not previously completed or withdrawn from Pilot 3.

If you circled ✓ to all the above, you are eligible and should apply!



# What do I need to do?

The program involves completing the following actions:

	1. To apply for this Pilot, complete a Pilot 3 Application Form and submit this to your relevant Assessing Authority. They will confirm if you are eligible and able to participate and refer you to the Employability Assessment Provider.
	2. Complete an online self-assessment questionnaire.
	3. Attend an online Self-Assessment Check-In to complete your Employability Assessment.
	4. Get your free Coaching Session to develop your personalised plan.
	5. Enrol in an approved course to develop your employability skills (if you choose to do training).

After you've been accepted, the Employability Assessment Provider will give you more details about the process in the Assessment Information Pack.



If you do not attend an appointment for one of the above sessions, the Employability Assessment Provider will try to contact you to reschedule your appointment.

## Case Study

Wei is a qualified chef. Since migrating to Australia two years ago, she worked full-time as a cook. Wei is eligible for Pilot 3 because she works in a job below her skill level.

Wei completes the Employability Assessment and speaks with her assessor. Wei finds that she needs to develop her problem-solving and teamwork skills.

Wei's assessor has found a training course that will develop those skills.

- The total cost of the course is \$2000.
- Wei will pay \$200 as her 10% contribution.
- The Australian Government will pay the remaining \$1800.



Wei is supported to enrol in the recommended training course and attends.

Wei made great use of the resources and the things she learned and was able to utilise these in her job interviews.

Wei is now working as a full-time chef and continues to use the learnings from her training to work as a member of a team. Her problem-solving skills enable her to work in a fast-paced environment.

Note: This is a pilot program with a defined number of places available for skilled migrants. Each participant will only receive one employability assessment.