



An Australian Government Initiative

Skills Assessment Pilots

Pilot 3 Employability Assessments

Introductory Information Pack

The Australian Government is offering access to free employability assessments and subsidised training for onshore skilled migrants as part of its **Skills Assessment Pilots** program.

Pilot 3 Employability Assessments will help you to further develop the employability skills that employers are seeking. You will have access to individual coaching to develop a Personalised Plan based on your skills and knowledge. That plan will identify training to strengthen particular employability skills which may support you to obtain meaningful work in your occupation.

This Pilot is open to skilled migrants already residing in Australia who have a suitable skills assessment outcome in an eligible priority occupation and are currently not employed at their skill level.



Why is the Australian Government offering this pilot?

Currently, in Australia, 1 in 4 permanent skilled migrants are working below their skill level. Migrants in this situation have the required qualifications, knowledge, and technical skills, but might have gaps in important employability skills.

Identifying and addressing these gaps through further assessment and approved training may enable you to secure employment in one of the eligible priority occupations where there are critical skills shortages.

What is included in the Pilot?

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

- ✓ A free employability assessment
- ✓ One free coaching session to develop your personalised plan and to help support you to further develop your employability skills.
- ✓ Subsidised course fees for approved employability skills training (if required). The Australian Government will contribute 90% of the course fees, up to a maximum of \$3,000. You will need to contribute 10% towards the course fees if you wish to undertake any training.

What are employability skills?

Employability skills are non-technical skills that enable you to perform your job and to work effectively with others. They are often referred to as soft skills or enterprise skills. Employability skills are transferrable between industries and occupations. By 2030, two-thirds of all jobs in Australia will require the intensive use of employability skills.

When you apply for a job, the employer will assess your employability skills as part of the application and interview process. You may have noticed in job advertisements the requirements for you to demonstrate your teamwork, communication, problem-solving, or organisational skills. Other examples of employability skills include emotional judgement, professional ethics, digital engagement, initiative and innovation, learning, numeracy, reading, and writing.

All jobs require the application of employability skills, in addition to occupation-specific knowledge, technical skills, behaviours, and attitudes. When you use these together, you will be able to perform your job at a high standard.

As an example, when facing a new problem in your job, you will use problem-solving skills to identify the problem, work out the cause, and identify a solution. You will also use your technical knowledge to work out the cause of the problem, and your technical skills to identify and implement the solution. By approaching the task with positive attitudes and behaviours, you will be able to resolve the problem.



Am I eligible?

This is a Pilot with a defined number of places available for skilled migrants. Participants in this Pilot can complete only one Employability Assessment. If you then choose to enrol in an approved training course to develop your employability skills, you will be eligible for funding for 90% of the course fee. The maximum funding you can access is \$3,000 (GST Exclusive). This means you will need to contribute 10% of the cost of training (or anything above \$3,333) if you agree to undertake the training at the end of the process.

To be eligible for the Pilot, you must:

- Have received a suitable skills assessment outcome in a priority occupation from your relevant Assessing Authority on or after 1 January 2019 and have held it for a minimum of 12 months.
- Be seeking an Employability Assessment in the priority occupation for which you received a suitable skills assessment.
- Be in paid employment below your skill level at the time of submitting your Application Form to participate in the Pilot.
- Have worked a minimum of 40 hours per fortnight within the last month. This includes work you have performed with more than one employer.
- Be residing in Australia at the time you submit the Application Form.
- Be on an eligible permanent visa subclass.
- Not be registered as a job seeker or have an active referral with Workforce Australia, Disability Employment Services or the Community Development Program.
- Have not previously completed or withdrawn from a Pilot 3 – Employability Assessment.

Case Study

Wei is a qualified chef. Since migrating to Australia two years ago, she has been employed full-time as a cook. Wei meets the criteria for completing the Employability Assessment because she is employed in a job below her assessed skill level.

After completing the Employability Assessment and speaking with her assessor, Wei identified 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 \$2,000.
- Wei will pay \$200 as her 10% contribution.
- The Australian Government will pay the remaining \$1,800.

Why should I apply?

This Pilot is designed to support participants to further develop their employability skills. The benefits from this Pilot may include:

- Recognising your strengths through completion of the Employability Assessment.
- Identifying opportunities for development of particular employability skills.
- Updating your employability skills through completion of subsidised approved training.

What do I need to do?

The Pilot involves completing the following actions:



1. Submit the Application Form to your relevant Assessing Authority. If you are eligible and confirmed a place in the Pilot, you will be invited to participate in the Pilot.



2. Start your Employability Assessment by completing an online Self-Assessment Questionnaire.



3. Attend an online Self-Assessment Check-In to complete your Employability Assessment.



4. Attend a Coaching Session to develop your Personalised Plan.



5. Enrol in an approved course to develop your employability skills (if you choose to do so).
-

More details about this process are available in the **Assessment Information Pack**. An advisor from the Employability Assessment Provider (EAP) will email a copy of the Assessment Information Pack to you if you receive written confirmation that you are eligible to participate.

How do I submit an Application Form?

To join this Pilot, you will need to submit the Application Form that was supplied with this Introductory Information Pack.

- This form is to notify the Assessing Authority that you wish to participate in this Pilot.
- The Assessing Authority will check your eligibility after the Application Form is returned to them via email.
- If you are eligible and there are places available, you will be invited to complete the online Self-Assessment Questionnaire by the EAP.
- If you are not eligible to join the Pilot, or places are full, the Assessing Authority will notify you via email.
- Please ensure you complete the Application Form in full including the Agreements and Declarations section and sign and date before submitting the form.

What else do I need to know?

What if I am ineligible for the Pilot?

If you don't meet the eligibility criteria for the Employability Assessment, for example, you have not worked a minimum of 40 hours per fortnight within the last month, you need to wait at least four weeks from the date of your original Application Form submission before you can reapply via a new Application Form.

What happens if places are no longer available?

This Pilot has a defined number of places so you are encouraged to respond with your Application Form as soon as possible. The Assessing Authority will advise upon review of your Application Form if places are no longer available in this Pilot.

What happens if I withdraw from the Employability Assessment?

At any point, you may withdraw from the Pilot. If you advise that you wish to discontinue your Employability Assessment, your application will be withdrawn from the Pilot. You will be unable to recommence your Employability Assessment and will not be eligible to reapply to the Pilot.

Who is the Employability Assessment Provider?

VETASSESS is a skills assessment organisation that has been contracted by the Australian Government to act as the Employability Assessment Provider (EAP). The EAP is responsible for conducting the Self-Assessment Check-In and Coaching Session and will provide support to enrol participants into an approved course.

What happens if I don't attend an appointment with VETASSESS?

Following the completion of your Self-Assessment Questionnaire, the Pilot involves you attending a Self-Assessment Check-In and a Coaching Session virtually with VETASSESS. An advisor from VETASSESS will attempt to contact you via phone or email if you do not attend an agreed appointment time. You will be considered as disengaged from the Pilot if you do not respond within 5 business days. If you wish to re-engage with the Pilot, you will need to contact VETASSESS. As there are limited places in the Pilot, you will need to wait until other participants who have not disengaged are prioritised. There is no guarantee that you will be able to re-engage with the Pilot.

What happens if the course fee is more than \$3,333?

If you have identified a course that meets your needs, but costs more than \$3,333 (GST Exclusive), you can still enrol in the course, however you will need to pay the difference between the total course fee and the \$3,000 funding provided by the Australian Government. As an example, for a course with a fee of \$3,900, the Australian Government will contribute \$3,000 and you will need to contribute \$900.

How do I pay for the course fee?

Before enrolling in a course, you will need to sign a Training Agreement with the EAP. This agreement will state how much funding will be provided by the Australian Government and how much you will need to contribute. The EAP will pay the course fees directly to the training provider. The EAP will send you an invoice for your contribution, which you will pay directly to the EAP.

Treatment of personal/private information

Your personal information is treated with confidentiality and in accordance with the *Privacy Act 1988* (Cth). Your personal information is collected for the purpose of administering this Pilot. Your personal information may also be subject to Freedom of Information requests and requests under the *Data Availability and Transparency Act 2022*. For further information about the handling of your personal information as part of this Pilot please see the privacy notice in the Application Form.

Where do I direct any questions?

Please contact the Assessing Authority that provided this Introductory Information Pack to you if you have any questions or enquiries about the Pilot.