

Employment Preparation Activity Service Plan

MatchWorks is a community based not-for-profit organisation which places 30,000 job seekers into employment every year. We know what job seekers need and what employers want in their staff. Our teams will arm you with the skills, preparation and confidence no matter what your background, age or ability, to succeed at gaining a job.

Key Capabilities and Experience

MatchWorks have been delivering high-quality employment services for over 20 years. Our experienced staff reflect the diversity of the communities they work in. They are local and understand local job opportunities and the skills you need to get a job. MatchWorks' programs are tried and tested and result in jobs! We take on board participant feedback to keep our programs fresh, current and tailored to your needs.



Design and Delivery of EPA

Format: Combination of instructor-led Zoom training and online delivery.

- Flexible course delivery.
- Program includes online content in easy to understand English for flexible, self-paced learning to accommodate different learning styles.
- Translation tools are available for people requiring minor language supports.

When: Programs start monthly

Hours: 25 hours per week (full time), 15 hours per week (part time)

Our program is innovative, building a strong community to encourage positive shared experiences.

Support includes:

- Reviewing job search methods, skills, interests and strengths, applying this to local employment opportunities
- Defining goals and actions
- Résumés, cover letters, and job search techniques including practical interview skills and presentation
- Digital skills and Modern Recruitment, including cold canvassing and job leads
- Developing your employability skills
- Learning from unsuccessful job applications
- Understanding local industry growth and job opportunities
- Where appropriate, information or links to available courses and pre-employment skills programs
- Information on traineeships, apprenticeships and work experience opportunities
- Assisting job seekers to link with supportive employers from various industries who are seeking new recruits
- Information on local support services.

Your local MatchWorks team provides an interactive and welcoming environment to grow.

Market Coverage and Stakeholder Partnerships

MatchWorks has over 1,000 staff in over 130 offices across six states of Australia, therefore we have extensive networks. These networks include local employers who value diversity (small, medium and large businesses), community organisations, mentors, training organisations and other support services.

As a result of these relationships, guests may share information with groups such as occupations within industries, current job opportunities, training for roles, and other supports available to assist gaining and keeping employment.

Site Contacts

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