



**FOCUS
FUTURES**

“EQUIPPING YOU WITH THE SKILLS AND OPPORTUNITIES TO GET AHEAD”

- ONE-ON-ONE SUPPORT TAILORED TO THE NEEDS
- ROLLING INTAKE
- PROFESSIONAL CV AND COVER LETTERS
- INTERVIEW TRAINING AND PREPARATION
- EMPLOYABILITY SKILLS AND VALUE-ADDED CERTIFICATES
- PARTNER WITH EMPLOYERS FOR JOB PLACEMENT
- POST-PLACEMENT SUPPORT
- ACADEMIC ENGLISH LEVEL 3 FOR MIGRANT AND REFUGEE CLIENTS NEW TO AOTEAROA



**FOR ELIGIBLE JOB
SEEKERS
REGISTERED WITH
WORK AND INCOME
IN WELLINGTON**

**100%
FREE**

BE YOURSELF • PURSUE YOUR CAREER



ARE YOU A JOB SEEKER LOOKING FOR EMPLOYMENT?

DO YOU WANT TO

- build your confidence in effectively explaining your employment history, skills and attributes?
- create tailored and professional CV and cover letters?
- develop your jobseeking skills?
- prepare for various types of interviews?
- be placed into sustainable employment?
- get support in added value certification and licensing?
- transition into a new job?



OUR EPS TEAM PROVIDES
TAILORED SUPPORT TO
MEET YOUR NEEDS FOR A
SUCCESSFUL JOURNEY TO
SUSTAINABLE
EMPLOYMENT.

WE ARE WITH YOU EVERY STEP OF THE WAY

FOUR STEPS TOWARD SUSTAINABLE EMPLOYMENT



WE PROVIDE INDIVIDUALISED TRAINING TO MEET YOUR NEEDS AND
SUPPORT YOUR JOURNEY TO EMPLOYMENT.



**OUR GRADUATES
FOUND JOBS IN
MANY
INDUSTRIES**

WE OFFER

- Flexible online modules 4-6 hours per week
- Professional CVs, Cover Letters
- Interview training
- Creating profiles on online job searching sites, e.g., SEEK, LinkedIn
- Employability skills
- One-on-one job searching support
- Goal setting and job mapping
- Connecting you with employers
- Mock interviews with feedback
- Workplace communication
- Post-placement transitional support

OUR CORE VALUES:

- 1) Empathy - We listen to understand people without judgement.
- 2) Courage - We acknowledge our fears and bravely go ahead regardless.
- 3) Collaboration - We make things happen together while respecting individuality.
- 4) Resilience - When things get difficult, it's ok because we know we can bounce back.

UPON APPROVAL,

WE ALSO OFFER **ADDED VALUE TRAINING, CERTIFICATION, AND LICENSES, INCLUDING**

DRIVER'S LICENSE

- Learner, Restricted, Full License
- Driving lessons
- Defensive driving courses

FIRST AID CERTIFICATES

- Comprehensive
- Refresher

HOSPITALITY

- Food safety certificate
- Liquor handling license
- Barista training (city office)
- Customer service training

FOR TRADES/LABOUR/ MANUFACTURING

- SiteSafe
- Forklift license
- Work clothing required

OUR EXPECTATION ON YOU:

- Motivated to enter the workforce
- Around 4-6 hours + online modules weekly
- A positive attitude and open mind
- Commitment and respect



ENROL NOW!

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WHY US

JOB SEEKERS – WHY JOIN OUR EPS PROGRAMME?

- We have approachable staff supporting learners every step of the way
- We provide personalized training to meet specific employment needs
- Our training is practical and supports the job-match process
- We have well-established pathways to employment and further education

WORK AND INCOME CASE MANAGERS – WHY REFER CLIENTS TO US?

- We have been a reliable and trusted EPS provider since 2013
- We have a successful track record of sustainable employment outcomes (182-day)
- Our trainers are good communicators and easy to work with
- We are willing to go the extra mile to find sustainable employment
- We have extensive connections with employers in Wellington
- We can provide academic English level 3 for migrant and refugee clients new to Aotearoa

EMPLOYERS – WHY HIRE FROM US?

- We are your free ongoing HR source, saving you time and energy
- We provide work-ready employees who understand the attitudes and values you expect
- We offer a post-placement support service
- We provide additional free staff training (Workplace Literacy programme) or staff upskilling (Service Industry Pathway programme) that improve your productivity and business efficiency
- You can also contribute to our E2E Initiatives, which help enable young people to succeed in work and life.



NZQA EDUCATION PROVIDER CODE: 7575

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