



INNOVATIVE EMPLOYMENT SOLUTIONS





# Getting to know us

The Personnel Group (TPG) was established in 1986 as a not-for-profit employment service, to secure people with a disability long-term, sustainable employment. It is now an employment provider offering employment services and employment support programs for jobseekers experiencing disadvantage, including:

- Jobseekers with a disability
- Jobseekers with a mental health condition
- Aboriginal jobseekers

We are a leading local provider of government-funded programs that assist people with returning to employment. We have offices located in Albury, Wodonga, Lavington, Wangaratta, Shepparton, Wagga Wagga, Griffith, Deniliquin and Leeton with outreach offices located across these regions.

Our staff are passionate about helping people get their lives on track and connected with the community. We also take pride in helping local employers discover the unique and valuable contribution that a person with a disability can bring to any organisation, as well as allowing them to gain work and transition to greater financial independence.

We take the time to learn and understand your business requirements to ensure that we can fulfill your employment needs. Your business can benefit from many of our services including:

- A FREE recruitment service focused on positive outcomes
- FREE on-site training and on-going placement support
- Personalised service to both jobseeker and employer
- Access to a pool of previously untapped jobseekers
- FREE advice about government financial incentives that may be available

Within this brochure is information about the specialised services that we can provide to assist your business with its employment needs. For further information about how we can assist your business, simply contact your local TPG office located on the back of this brochure.

## Meet Mark

Mark has been registered with The Personnel Group for 2 years. In that time TPG have organised for him to complete an Asset Maintenance course and TPG's Ready Set Go program to give him further job ready skills. A major impediment to work for Mark has been transport. To this end TPG have organised for him to be involved in the TPG 'Keys to Drive' program that has teamed him with an instructor for driving lessons.





Real jobs for  
you and me...

## DISABILITY EMPLOYMENT SERVICE

Our Disability Employment Service is an Australian Government initiative focused on finding employment for job seekers with permanent disability who require ongoing support in the workplace.

We take care and time to ensure that we are successful in matching the right jobseeker with the right skills to the right job. This enables our jobseekers to have fulfilling sustainable employment and our employers to be satisfied with a productive employee that contributes to their workplace and business success.

What does our Disability Employment Services provide?

- An individualised employment pathway plan to assist our jobseekers in gaining skills and training
- Structured pre-employment training for jobseekers
- Support in accessing training
- On-the-job training to meet both your needs and the jobseekers needs
- Ongoing support for the duration of employment if required

Part of our ongoing success stems from our ability to successfully place jobseekers to jobs that they are capable of fulfilling. We ensure that all jobseekers are provided with the necessary training and ongoing on-the-job support for the jobseeker and employer.

## ONSITE TRAINING SUPPORT

Our successful Onsite Training Support program has been especially developed to support the life long goals of our jobseekers in their endeavours to achieve meaningful employment and involvement with the community.

After we have carefully matched a jobseeker to your workplace needs, our team of experienced workplace support officers will reinforce the training provided by your workplace and implement strategies to assist him/her to fully understand and perform all the job requirements.

Other assistance may include:

- Work ethics
- Teamwork
- Independence
- Goal setting
- Time management
- Using initiative
- Coping with changes in the workplace
- Communication
- Maintaining productivity
- Career development
- Further education

We can also assist your business with:

- Accessing funding to the workplace modifications scheme
- Incentives and wage subsidies which may be offered to employers during the training period
- Providing ongoing support for the employer and participant for the duration of their employment



## Meet Wayne

In the lead up to securing employment Wayne undertook a number of courses to develop his skills for the workplace. TPG arranged for him to complete a Certificate II in Warehousing, along with a refresher course to maintain his forklift licence. He also undertook a Basic Computer Course and completed the Test and Tag certificate.

## Meet Katrina

Katrina secured part-time employment after a work experience placement whilst still at school. TPG has provided extensive support with onsite training. This dedicated one to one onsite support has enabled Katrina to complete accredited workplace training and master the various workplace procedures required to fulfil the position.



## EMPLOYER WAGE SUBSIDY

A wage subsidy of up to \$1500 may be offered to employers to assist with initial training and labour costs that may be incurred when recruiting a jobseeker with a disability.

To be eligible for a Wage Connect subsidy you must:

- Provide a suitable job seeker to a well-matched, sustainable position with a minimum of 8 hours of work per week
- The suitable job seeker must be employed for at least 13 weeks and employment is expected to be ongoing and sustainable beyond the period of the subsidy
- A further subsidy can be negotiated for an additional 13 weeks
- The employer must submit evidence, including details of hours worked and wages paid. We can assist you with providing these details.

We can also provide you with:

- Suitable job seekers to fill appropriately matched, sustainable and ongoing employment for you
- A wage subsidy agreement for job seekers who enter into employment
- Access to the Work Place Modification Scheme for reasonable amendments to the workplace when required
- On-the-job training provided free of charge by one of our professional workplace support officers to meet the needs of the job seeker and the employers productivity needs
- Ongoing support to the job seeker and you, the employer, for the duration of employment

## INDIGENOUS WAGE SUBSIDY

The Indigenous Wage Subsidy provides employers with Government funding towards wages and training for Aboriginal or Torres Strait Islander job seekers.

You may be able to claim a Career Development Assistance payment if the employer has paid for accredited training, licenses or tickets within 26 weeks of work commencement.

How can employers apply for the Indigenous Wage Subsidy?

- An employer should apply within 28 days of an Aboriginal or Torres Strait Islander employee commencing work.
- Jobs must operate under a normal employer/employee relationship, traineeship or apprenticeship, under an Australian or state government award or certified agreement.

How much is the subsidy worth?

- \$4400 over 6 months for a full-time job together with retention bonus of \$1100 at 13 weeks and again at 26 weeks
- \$2200 over 6 months for a part-time job of at least 15 hours per week together with retention bonus of \$550 at 13 weeks and again at 26 weeks.





Funding  
towards wages  
and training



## PERSONNEL RECRUITMENT

We understand the frustration faced by employers who are time poor and don't have spare moments to wade through application letters and conduct interviews. Our service offers cost effective and stress free recruitment solutions that not only save you time, but also money. Engagement with our Personnel Recruitment service is open to all employers and industries, as well as all jobseekers.

This recruitment service can assist you with:

- A personalised meeting to gain an understanding of your business and labour needs
- Identifying the necessary skills and experience required by your organisation for a prospective employee
- Developing a position description
- Creating and placing a job advertisement
- Screening and short-listing all applicants
- Providing you with guidance during the selection process
- Assisting you to prepare for and conduct the interview process
- Providing office space for the process of conducting the interviews
- Contacting the unsuccessful applicants on your behalf

With our Personnel Recruitment service taking care of all your mainstream recruitment needs, you can get back to doing what you need to – growing your business.

## JOBS IN JEOPARDY

Our Jobs in Jeopardy service is available to employers and employees when an employee may be experiencing difficulty maintaining their job due to injury, disability or mental health issues, such as anxiety, stress, panic attacks or depression.

These can result in absenteeism, reduced productivity or resignation. Mental health problems often go unrecognised and can have a serious impact on employment. However, if identified early and with appropriate counselling, medical assistance and on-site support, people can successfully maintain their health and their employment.

We can provide an individualised support program to:

- maintain current employment
- support in accessing additional service providers
- job search support to gain alternate employment whilst the employee is still at work
- assist with workplace education for co-workers where required.



## DISABILITY ACTION PLAN

Did you know that one in five of your customers or staff has a disability or mental health condition?

We can assist your organisation to develop a Disability Action Plan, which will allow your organisation to take actions to ensure that your facilities, services and programs do not exclude people with a disability or mental health condition, or treat them less favourably than other people.

A Disability Action Plan should:

- Promote workplace diversity in an active way
- Improve services to existing clients or customers
- Enhance your organisation's image
- Open up new markets and attract new customers
- Review current practices, workspaces and policies
- Devise evaluation strategies
- Develop an implementation program
- Allow for a planned and managed change in business practices or services.

Our expert staff can assist and guide your organisation in establishing and implementing a Disability Action Plan so it can properly cater for people who have a disability or mental health condition in our community.

## Meet Sarah

Sarah has been a participant with TPG for two years. Sarah has successfully completed a number of TAFE courses and through TPG she undertook Ready Set Go pre-employment training to help her become job ready. TPG supported and assisted Sarah in her extensive local job search campaign and continues to provide on-site supported when needed.





Albury  
Beechworth  
Benalla  
Corowa

Deniliquin  
Echuca  
Finley  
Griffith

Lavington  
Leeton  
Seymour  
Shepparton

Wagga Wagga  
Wangaratta  
Wodonga  
Yarrawonga

[solutions@personnelgroup.com.au](mailto:solutions@personnelgroup.com.au)

[www.personnelgroup.com.au](http://www.personnelgroup.com.au) ph: 1300 874 000