

# Capabilities Statement

## Welcome to Skillinvest

We exist to deliver exceptional employment, education and training services to create prosperity for businesses, students and communities.

Skillinvest also incorporates Longerenong College. The college has been synonymous with agricultural education and training in Victoria for over 125 years.

### Skillinvest is unique

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| <p><b>We're flexible - we work with business and organisations across all industry sectors</b></p> | <p>We provide services to a mix of employers ranging from small and large sized businesses, local government, other government agencies and departments, statutory authorities, not-for-profit organisations and national and multinational companies.</p> <p>We also have over 30 years experience delivering services under contract to Federal and State Governments.</p>  |
| <p><b>We're focused on addressing skills shortages</b></p>   | <p>We deliver nationally recognised education and training courses with the aim of addressing local skills needs and industry skills shortages.</p> <p>Enrolments in our vocational education and training programs include a mix of full-time and part-time students, apprentices, trainees and secondary school students through the Vocational Education and Training in Schools (VETiS) program.</p> <p>We also work with employers to up-skill and multi-skill their existing workforce.</p> |
| <p><b>We support local employment and training</b></p>   | <p>We work with employers to create local employment and training opportunities using the Australian Apprenticeships program, and support them at all stages - from recruitment through to completion.</p> <p>Under Group Training employment arrangements, our apprentices, trainees and school-based apprentices can be found in over 200 host businesses throughout Victoria and beyond.</p>   |
| <p><b>We're a solution to workforce shortages</b></p>  | <p>Under Personnel Hire arrangements we provide skilled and licensed personnel for short or long term assignments, or seasonal work.</p> <p>We also offer employers a comprehensive recruitment service for permanent or fixed-term staff.</p>  |
| <p><b>We're innovative</b></p>   | <p>Using our combined resources, we have the flexibility to tailor our services and delivery to meet your unique or emerging business needs. Ask us how.</p>  |

In 2016, we celebrated 30 years of service excellence

## Choose from our range of courses or we can tailor one to suit your workforce needs

### Education and Training

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| <b>Registered</b>          | Skillinvest is a Registered Training Organisation (No. 4192) under the regulation of the Australian Skills Quality Authority (ASQA).  |
| <b>Services</b>            | <p>All courses are accredited as Nationally Recognised Training and all competencies are provided by the National Training Standards.</p> <p>We also deliver selected qualifications under licence from WorkSafe Victoria, and accreditation by AusChem Training Vic Limited and The Australian Wool Exchange.</p>  |
| <b>Our team</b>            | Our qualified teachers, trainers and assessors draw on considerable industry experience to deliver education and training in their area of expertise.   |
| <b>Scope</b>               | <p>We deliver accredited courses leading to qualifications in Agribusiness • Agriculture • Agronomy • Automotive Sales • Automotive Servicing • Business • Business Administration • Carpentry • Catering Operations • Children's Services • Civil Construction • Competitive Systems and Practices • Customer Engagement • Engineering • Equine • Hairdressing • Hospitality • Leadership and Management • Management • Vocational Preparation • Wool Classing • Wool Clip Preparation • Work Health and Safety</p> <p>We also offer short courses leading to attainment of industry recognised licences, tickets and permits in White Card, vehicle operation (forklift, skid steer, frontend loader, excavator, backhoe, quad bikes), use of agricultural chemicals and pest animal bait.</p> <p>You can choose from established courses or we can tailor a training package to suit your workforce needs.</p> |
| <b>Subsidised training</b> | Accredited training may be delivered with Victorian and Commonwealth Government funding. Eligibility criteria apply.  |
| <b>Training facilities</b> | <p>Many of our courses are delivered as on-the-job training: our trainers and assessors come to your workplace. We also maintain a range of well-equipped training facilities.</p> <p><b>Dandenong:</b> Technical Training Facility for Building &amp; Construction and Automotive • Hairdressing Training Centre</p> <p><b>Horsham:</b> Building &amp; Construction Training Centre</p> <p><b>Longerenong College:</b> Specialised agriculture and related education and training facilities including a fully operational 1070 hectare farm with onsite accommodation and meals • Indoor and outdoor training facilities.</p> <p>As a consortium partner in the Wimmera Trade Training Centre, the College also hosts a Vehicle Training Centre and Engineering Centre.</p>   |

## Start building a skilled workforce for the future by employing apprentices and trainees today

### Apprentices, Trainees and School-based Apprentices

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| <b>Services</b>    | Under Group Training employment arrangements, we support businesses and organisations (host employers) to provide an Australian Apprenticeship at all stages - from recruitment through to completion.  |
| <b>Our team</b>    | Our Apprenticeship Consultants have a diverse range of industry experience and undergo regular WHS refresher training.  |
| <b>Scope</b>       | We work with all types of organisations and businesses, across all industry sectors.  |
| <b>Flexibility</b> | Under Group Training employment arrangements we can employ Australian Apprentices under your Enterprise Agreement or Award conditions.<br><br>You have the flexibility to employ an apprentice or trainee for as long as you need them. If your circumstances change, the apprentice or trainee can be returned to us for rotation to another host employer.  |
| <b>Delivery</b>    | Our Group Training service maintains a database of school leavers and adults who are seeking apprenticeships and traineeships. We can match your needs with their career aspirations or we can advertise on your behalf.<br><br>We take care of all the details so you can concentrate on providing on-the-job training. We will<br><ul style="list-style-type: none"> <li>• Conduct a workplace health and safety assessment</li> <li>• Arrange trade school and regularly monitor progress</li> <li>• Pay wages and allowances in accordance with Enterprise Agreement or Award provisions</li> <li>• Make Superannuation Guarantee payments</li> <li>• Pay WorkCover premiums and income tax.</li> </ul><br>Our Apprenticeship Consultants provide ongoing mentoring and apprentice support which includes visiting your workplace every three months to conduct a performance review and monitor training progress. |
| <b>Quality</b>     | Our Group Training service complies with Group Training Standards and we are a Member of the Apprenticeship Employment Network (Victoria).  |

### Personnel solutions with flexibility

#### Personnel Hire and Recruitment Services

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| <b>Services</b>    | We provide skilled and licensed personnel for short or long-term assignments under Personnel Hire (on-hired) employment arrangements. We also offer a comprehensive service to recruit permanent and fixed-term staff.  |
| <b>Our team</b>    | Our consultants have a diverse range of industry experience and undergo regular WHS refresher training.   |
| <b>Scope</b>       | We work with all types of organisations and businesses, across all industry sectors.  |
| <b>Flexibility</b> | We can employ personnel under your Enterprise Agreement or Award conditions.  |
| <b>Delivery</b>    | Our Personnel Hire database includes a mix of school leavers and skilled and licensed personnel who are seeking work. We can match your needs with their skills and licences, or we can advertise on your behalf.<br><br>Our Recruitment Service supports all stages of the recruitment process • Coordinating an advertising campaign • Handling all enquiries • Coordinating the application process • Shortlisting against your criteria • Arranging interviews • Conducting referee checks • Notifying all candidates of the outcome. |
| <b>Quality</b>     | Corporate member of Recruiting and Consulting Services Association (RCSA).  |

## Our service delivery model

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| <b>Local and statewide</b>         | Skillinvest is uniquely positioned to provide a local service to local businesses and organisations, and a statewide service to businesses and organisations whose activities span Victoria.  |
| <b>Personalised</b>                | With a network of offices and field staff throughout Melbourne, rural and regional Victoria, Skillinvest provides a personalised service wherever your business may be. We come to you.   |
| <b>Quality</b>                     | We maintain high standards of service delivery using a centralised Quality Management System which is independently certified and audited in accordance with the requirements of AS/NZS ISO 9001:2015.  |
| <b>Sustainable</b>                 | <p>Skillinvest is built on a sustainable business model which can be scaled up or down in response to new business opportunities, industry stimulus or changing economic conditions.</p> <p>Our centralised Business Services team is a shared service across all offices and facilities to ensure they are fully operational and our staff are well supported.</p> |
| <b>Networked offices and staff</b> | Our team stays connected - whether in the office or on the road - using a private computer network, VOIP, videoconferencing, mobile devices and face-to-face team meetings.   |

## What else you should know

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| <b>Welfare and safety</b> | <p>Skillinvest is an equal opportunity employer, and the health and welfare of our employees is of paramount importance to us.</p> <p>We achieve high standards of workplace safety using a comprehensive Work Health and Safety system which covers all staff, on-hired employees and students, and starts with induction.</p> <p>All employees have access to the Skillinvest Employee Assistance Program and an independent Contact Officer.</p> |
| <b>Board of Directors</b> | The Skillinvest Board of Directors has been in place for more than 30 years and guided the merger of sister companies WORKCO Limited (including Longerenong College) and LINK Employment + Training to establish one company, under the Skillinvest brand. The Board continues to play an active, ongoing role in the corporate governance of Skillinvest.  |

## Our Senior Management Team

Please don't hesitate to contact a member of the team to discuss your business needs.

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| <p><b>Darren Webster</b> Chief Executive Officer</p> <p>T: 03 5381 6200<br/>M: 0400 821 629</p> | <p><b>Dale Gemmell</b> General Manager - Metro Dandenong</p> <p>T: 1300 135 008<br/>M: 0410 598 440</p> | <p><b>Kurt Frooninckx</b> General Manager – Regional Horsham</p> <p>T: 03 5381 6200<br/>M: 0437 916 200</p> | <p><b>John Goldsmith</b> General Manager Longerenong College</p> <p>T: 03 5362 2222<br/>M: 0439 630 661</p> | <p><b>Jason Maybery</b> Chief Financial Officer</p> <p>T: 03 5381 6200<br/>M: 0419 504 830</p> |
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