

Getting work skills and experience

Training and subsidies
to help you get the job
you want



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

In today's job market, the more skills you have, the better your chances are of getting the job you want. Here are some of the ways we can help you increase your skills.

Work Experience

Work Experience gives you the opportunity to gain up-to-date Work Experience, to explore whether a job or career would be suitable and to develop informal contacts.

Many employers are willing to give a helping hand to people looking for work – and we can put you in touch with someone who's keen to give you a go. When the work experience finishes, you'll get a reference from your employer to add to your CV. If you've done well, this will be really useful when you apply for your next job.

Anyone can take part in Work Experience. It can last for up to four weeks and no more than 40 hours per week.



If you have any questions,
you can call us free on
0800 559 009

Motivational Training

Motivational training gives you the chance to work in a team, challenge yourself, build on your strengths, gain confidence and develop ways of working successfully with others. And at the same time, you'll be improving your chances of finding a job.

Two popular courses are:

- **Outward Bound** – this course is held at Anakiwa in the Marlborough Sounds – it lasts for 21 days and it's both challenging and rewarding.
- **Limited Service Volunteers** – this is a 6-week hands-on training/motivational course run by the New Zealand Defence Force in Burnham, Trentham and Hobsonville Military Camps. It's great for fitness, motivation and confidence.

Generally, anyone who's unemployed and enrolled with us can go on a motivational training programme. But some courses do have certain conditions – for example, to join Limited Service Volunteers you must be between 18 and 25 years.

Work Confidence

Work Confidence programmes are designed to give you practical skills and ideas, and boost your confidence as you go about finding work. You'll get tips on how to:

- re-discover your skills and strong points
- set goals
- choose what you would like to do and find out how to do it
- what training and work experience could be useful
- prepare or update your CV
- get tips on how to approach possible employers
- brush up on interview and telephone skills.

Check with your Service Centre if there's a course in your region to suit you.

Other useful programmes

Ask us about courses to improve your reading, writing and maths skills. If English is not your first language ask us about English as a second language course.



Financial Help

Skills Investment Subsidy

We may be able to pay a subsidy to an employer for wages and/or pay for training so you can get the skills you need to do the job, this can be paid while you are working.

Transition to Work

To get Transition to Work you need to be looking for work, have a job interview or a job offer. Some of the things we can help with include:

- clothing and transport to look for a job or go to a job interview
- helping with the cost of living while you wait for your first pay.

To get Transition to Work your income and assets must be less than a certain amount, talk to us about this.

Taskforce Green

Taskforce Green gives you the chance to work full-time on a community or environmental project and see it through to the end. A Taskforce Green project usually lasts up to 26 weeks.

You'll meet new employers, get satisfaction from the job, and an up-to-date reference for your CV. You might even be offered other opportunities by your employer. Talk with us if you're interested in doing a Taskforce Green project.

Enterprise Allowance

This allowance helps people who get government assistance who want to start up their own business. Please ask for our *Starting your own business* booklet to find out more.



If you have any questions

call us on **0800 559 009** from 7am to 6pm Monday to Friday and Saturday 8am to 1pm or contact your Case Manager at your nearest Service Centre.

If you are deaf, hearing impaired or find it hard to communicate by phone, you can send a message to our Deaf Link email address **MSD_Deaf_Services@msd.govt.nz** or our free-fax **0800 621 621**.

www.workandincome.govt.nz



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development