

# **TEMPO Outdoor Skills Development Training Program**

**Helping you to grow.....**



## Overview of the recruitment process



### How does the application process work?

Applicants who best meet the selection criteria outlined in the advertisement will be invited to the interview stage. Following the interviews, a group of candidates will be selected to participate in the training program. Candidates will be evaluated during the training program to determine their eligibility for the next stage. The program only has a limited number of places available and unfortunately will not be able to accommodate every candidate who applies.

The process is a merit-based program.

Candidates who are not selected are encouraged to apply for any suitable positions via <https://www.frasercoast.qld.gov.au/working-for-council>.

### What will I learn from the TEMPO training program?

The training program will provide a basic training on workplace safety and soft skills.

Topics include:

- Work Health and Safety
- Communication skills
- Developing resilience
- Dealing with public and basic customer service skills
- Conflict resolution





### What's involved in the training program?

The program will consist up to 2 days of face to face group workshops. Upon successful completion of the program, all participants will receive a certificate of completion. During the program, participants will be evaluated as to their suitability for future employment opportunities within Council.

### When will the program take place?

Training will be delivered as per the following schedule.

Activity	Date	Time	Location
Face to face group workshop 1	Wednesday 1 March	8.30 am to 3.30 pm	Hervey Bay
Face to face group workshop 2	Thursday 2 March	8.30 am to 3.30 pm	Hervey Bay

### How much does this training program cost?

Council is providing this training program at no cost to the selected participants. The program is voluntary, and participants may choose to withdraw from the program at any time.

### Candidates from one or more of the below groups are encouraged to apply:

- School leavers
- Mature-age job seekers (aged 45 years or older)
- Aboriginal and Torres Strait Islander people
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with an impairment
- People re-entering the workforce after a lengthy absence (such as people returning from a period of parental leave)
- Veterans, ex-ADF personnel and their families



**If you are selected to participate in the program, you will be expected to:**

- confirm your availability to attend to the training program on the nominated dates (In the interest of ensuring fairness, if you are unavailable, Council will offer your place in the program to another applicant)
- behave in alignment with the expectations outlined in the participant handbook at all times during the program
- preserve the confidentiality of any private or sensitive Council information that you may encounter during the program
- strictly adhere to any site safety procedures
- maintain personal hygiene, a clean, tidy and non-offensive appearance during the program
- use Council facilities, equipment, tools, systems and resources only as directed by your trainers
- take all reasonable steps to ensure the health and safety of yourself and others, and comply with workplace health and safety procedures, including:
  - emergency evacuation procedures
  - wearing any required personal protective equipment (PPE)
  - reporting any hazards, injuries, incidents, near misses or system failures
  - keeping work areas clean, tidy, and free of safety hazards.

**Additionally, Council may cease providing training to a participant for:**

- acting inconsistently with the behavioural expectations outlined in the participant handbook
- providing false or misleading information to Council
- non-attendance
- not completing any of the assigned tasks or assessments
- engaging in any activity or behaviour that reflects poorly on their character, affect Council's reputation or impacts the integrity of the training program.

If you have any questions about the training program, please contact Jane McLoughlin by phone on (07) 4197 4320 during business hours or by email at [TEMPO@frasercoast.qld.gov.au](mailto:TEMPO@frasercoast.qld.gov.au)

