

Honesty

Professionalism

Integrity

Respect



Working with Ability

www.novaemployment.com.au

www.novatraining.com.au

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www.transition.com.au

Where to find NOVA

novaemployment.com.au
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Branch Locations

- St Mary's
- Penrith
- Blacktown
- Richmond
- Katoomba
- Campbelltown
- Hurstville
- Caringbah
- Taree
- Port Macquarie
- Foster
- Broken Hill
- Walgett
- Logan (Qld)

C.E.O.'s Comment

NOVA Employment's Transition to Work Program is designed to complement and enhance the programs available to school leavers with disability as they prepare themselves for the world of work.

Our program has been very successful. Based on our past results nearly every one of the more than 70 trainees presently with our outlets, can expect to find real work in their local community. But, like the adverts say: there's more! NOVA Transition students take part in a nationally recognised training program that provides a real qualification.

Our trainees don't just get a nationally recognised qualification, they have priority access into our employment program. At the same time our employment staff already know the trainees and are able to help them find work, generally before the Transition Program ends – a smooth and effective service delivery.

Why choose NOVA's Transition program?

Our program revolves around work – we have real working experiences and we prepare our students for the reality of being part of an integrated workplace – this isn't always easy or fun, but that's why it's called work, not play!

We have a developing history of success – our trainees go into work they have chosen based upon experience they have enjoyed over a 2 year period of progressive training that includes job reality, classroom experience and industry visits that better enable students to make informed choice – a great combination that works.



Martin Wren
CEO NOVA Employment



Vince's Mum says

"The supportive team at NOVA Transition is playing a major role in building my son's confidence, working and living skills and in his ability to interact with co-workers, peers and the public.

"Vince enjoys the job related activities and excursions. Work experience at Coles and Anglicare puts into practice all the skills he has learnt.

"I am seeing many of these skills carried over into his personal life. Vince has developed an opinion and really loves to vocalise his ideas."



Caroline Santangelo
Transition to Work
Coordinator

This year NOVA Employment's Transition to Work Program has expanded to the point where many of our programs have had to move to larger premises. This growth is testimonial to the incredible work carried out by our dedicated Job Coaches and their assistants, the Work Experience Coach and NOVA's Employment Consultants and has meant even better facilities being offered to all trainees.

Our Transition to Work Program caters for year 12 school leavers with a disability. Funded by the Department of Aging Disability and Home Care (DADHC) potential trainees need to be assessed to receive funding to attend.

NOVA's Transition to Work Program is a practical work-based program that gives trainees the skills and confidence necessary to enter the workforce. NOVA's Transition to Work Program is part of NOVA Employment and Training which means we are directly linked with our open employment service as well as our Registered Training Organisation (RTO). This partnership ensures we maintain the highest standards of employment related training as well as achieving great work outcomes for our trainees.

NOVA's Transition to Work Program will be hosting a series of Open Days. Dates and locations for are as follows:

Penrith	2 nd September
Blacktown	3 rd September
Katoomba	9 th September
St Mary's	10 th September
Caringbah	11 th September
Campbelltown	16 th September
Hurstville	17 th September
Richmond	18 th September
Taree	23 rd September
Tuncurry	24 th September
Broken Hill	30 th September

For further information please visit our website www.transition.com.au or call me on (m) 0424 175 240.

Ashley is typical of many of NOVA's Transition to Work Trainees. He is a hard worker who enjoys attending each week. Ashley's dream has always been to work in a job that involves gardening or landscaping. With support and help from NOVA and his job coach, Ashley is able to participate in on-going work experience with his local council as part of their parks and landscaping team. Positive assessments from his supervisors mean that he may be considered for future positions. Through flexible attendance hours NOVA enables Ashley to attend TAFE to complete a Certificate in Horticulture.



Many of our Trainees express a desire to live and work independently. Life Skills, therefore, is an important part of NOVA's Transition to Work Program. One component involves the trainees improving their cooking, food preparation and budgeting skills. A typical session may include the trainees negotiating the menu and allocating specific tasks to each member of the group. Setting a budget, then compiling a shopping list and deciding where they should shop. Also determining whether all equipment required is available and in good working order.



The trainees would then travel to local supermarkets with the aim of finding the best bargain for each item. If necessary the ingredients may even be purchased at a variety of supermarkets based on the affordability of each item.

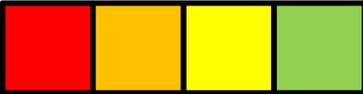
Trainees would then prepare and cook the meal. It is the aim of any activity to practice and improve trainees skills and abilities in preparation for future employment.

To conclude a Life Skills session, trainees are asked to self assess their efforts and successes and share what they felt they had learnt with the group.

After one such session where a group of trainees developed a menu and shopping list for home-made hamburgers and milkshakes. Purchased the ingredients and organised equipment. Prepared and cooked the food. Enjoyed the meal then cleaned up their job coach commented:



"I was extremely proud of the maturity, initiative and organisational abilities the trainees displayed during this task. It was evident to me that they have all progressed and improved. It was exciting for me to have the opportunity to have helped them achieve new life skills." **Hayley Brown**



Transition to Work ON THE MOVE

Due to the success of NOVA's Transition to Work Program in St Mary's it has become necessary to find larger premises to house the ten trainees and two job coaches.

Opened in February, 2005, this program has gone from strength to strength.

Proud of the achievements that have been made, Job Coach Karen Kemp says "We have now moved to larger premises and our new training room is looking fantastic. Our trainees have put a wonderful effort into setting up their room and have even built their own cupboards and a CD rack."



In all NOVA Transition to Work Training Rooms trainees are able to access;

- computers, printers and the internet.
- a wide range of media equipment including TV, DVD, radio, recording devices and cameras.
- Cooking and ironing facilities and equipment to support Life Skills modules.
- Access to workbooks and stationery.

At all times there are visual displays and learning regarding;

- Disability Service Standards,
- Occupational Health and Safety, and
- Real-life Learning.

Trainees are even provided with tea, coffee and light refreshments. All rooms are air-conditioned and maintained to the highest standards.

Most of our trainees love to cook and they have already cooked up a storm in their new kitchen.



The Job Coaches Karen & Kerry have been busy getting the trainees out and about travel training building their independence ready for work.



Industry visits are an essential part NOVA's Transition to Work Program as it provides a picture of the different jobs that are available to them. Just recently trainees in St Mary's had a visit from Vega FM. During March they will be travelling to Vega's Sydney Studio where they will actually meet staff, tour the premises and have a go at recording their own voices.



NOVA's Transition To Work Program provides an adult based learning environment with experiential learning experiences. Certificate 1 in Work Education is now offered to all trainees.

We would like to invite you to visit our Transition Program to see the great work our trainees are doing. Just call your local branch for an appointment.

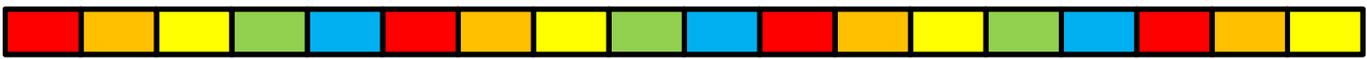
Visit www.transition.com.au

Why NOVA Transition?

You'll learn how to keep a job
You'll meet new people and make new friends
You'll have more chance of finding work you enjoy

You'll get:

- Priority of service from one of Australia's largest specialist job seeking agencies
- Work experience in interesting jobs
- Your own Job Coach
- Training from qualified instructors and
- Accredited training that relates to what you want to do



Life Skills



Part of the Transition To Work program is to do Life Skills and one of those skills is cooking, more recently we cooked burritos. This involves looking for recipes on the internet or on the packet, going to the shops and getting the items to use. It also involves following instructions and teams sharing duties such as cutting tomatoes, stirring mince, cutting avocado, peeling carrots and chopping up the lettuce. I enjoyed eating them more than I did making them.

Matthew Cosgrove
Transition To Work Trainee



What I learnt during OH&S, Safety in the Workplace...



- "I learnt about safety signs; what they mean and what the colours mean." **Josh**
- "Yellow safety vests; fun to wear! But important so passers-by could see us." **Mandy**
- "If there is a hazard, you must report it to a supervisor. Like a spill or trip hazard." **Joel**
- "When there's fire, you need to know the evacuation plan & where the exits are." **Paula**
- "I learnt about P.P.E.- Personal Protective Equipment and safety practices in the workplace." **Shannon**
- "You should wear black, leather covered in shoes to protect our feet at Transition and at work." **Katie**
- "Wear a safety dust mask when working with dust. Like when we empty the vacuum cleaner." **Sarah**



The Tuncurry trainees believe our enthusiastic trainee Katie should wear a warning sign; **"BEWARE - KATIE, Laughing Hazard"**. I think we could all handle that type of hazard.



Work Experience...

NOVA's Transition to Work Program employs a full-time Work Experience Coach to support job coaches source a variety of work experience sites. Work Experience is an essential to enable trainees to put into practice the skills and knowledge they learn during the program. Jessica (pictured below) has been participating in work experience at a local Club. Jessica helps the chief prepare desserts and cleans the food preparation areas. Jessica has learnt vital skills for future employment.

