



Learning Academy

Welcome to the IEP Employability Essentials eLearning Program

Employability Essentials is the IEP Learning Academy's foundation program for employability practitioners. Through 21 engaging online modules, learners develop the knowledge, skills and practical insights needed to support participants, engage employers, and deliver high-quality employment services with confidence.

Whether you're new to the sector or looking to refresh your knowledge, Employability Essentials provides a consistent foundation for professional practice, helping practitioners build capability, deliver person-centred support, and achieve better outcomes for the people they serve.



At a glance:

- 21 interactive online modules
- Self-paced learning
- Mobile, tablet and desktop access
- Knowledge checks throughout
- Revisit modules anytime
- Suitable for new and experienced practitioners

Employability Essentials Modules

The Role of the Employability Sector

This module looks at the history and role of employment support, outlines participant programs, identifies key stakeholders and explores the role of the practitioner within the sector.

The Participant Journey

Supports practitioners in developing a more in-depth knowledge and understanding regarding key aspects of an employability program participant journey.

Barriers to Employment

Define and the types of barriers seen in participants, and explores the model for support in assisting participants in overcoming these barriers on their journey within an employability program and beyond.

Caseload Management

Practitioners gain the knowledge and skills to effectively manage a potentially large caseload, while delivering excellence of service.

Sensory Impairment

Provides an overview of the types and symptoms of sensory impairment and offers Practitioners guidance on how to support program Participants with sensory impairments on their journey towards employment.

Intellectual Disabilities

Focuses on intellectual disabilities and explores some of the reasons why employment amongst the working age population living with intellectual disabilities is so low. Provides practitioners with advice, guidance and practical solutions for supporting program participants with learning difficulties on their journey to finding and retaining work.

Physical Disability

Practitioners gain an understanding of the different kinds of physical disability and how they can support people with physical disabilities in finding work.

Issue-Specific Barriers

Equip Practitioners with an overview of many issue-specific barriers with advice and guidance on where to go for additional support.

Reasonable Adjustments

People with disabilities and health conditions face many barriers in finding and then sometimes keeping a job. This module aims to introduce the reasonable adjustments duty and highlight what it means for employers and employees.

Understanding Neurodiversity

Built in conjunction with an international expert on neurodiversity, Genius Within, this module outlines for Practitioners how neurodiverse program participants benefit from specific supports on their journey towards employment.

Introduction to Emotional Intelligence

Introduces practitioners to the concept of emotional intelligence (EQ) and present ways they can build their own levels of EQ to help them develop both their professional and personal lives.

Developing Coaching Skills

Coaching is a big topic, and this module is intended only as an introduction. On completion, you will understand what coaching is, appreciate the qualities of a good coach, and take away practical skills and interventions to use in your own role as a coach supporting participants on their journey towards work.

Writing an Effective Resume

Research has shown that employers spend, on average, 5-7 seconds looking at each resume they receive. How then do you write a resume that will capture the attention of a recruiter and make them want to read on? This short course on effective resume writing explains it all.

Physical Disability

Practitioners gain an understanding of the different kinds of physical disability and how they can support people with physical disabilities in finding work.

Increasing Personal Impact

This module helps practitioners to increase their personal impact when working with participants by using the ideas behind Transactional Analysis.

Employer Engagement

This module outlines what effective employer engagement looks like, ways to source vacancies and win work, and the skills, knowledge and attitudes needed for success.

Mental Health and Wellbeing

Introduces the topic of mental well-being and mental health. It aims to provide practitioners with an understanding of what good mental health is and, for people who have experienced mental health conditions, how to support them on their journey towards employment.

Building Self-Resilience

Helps practitioners and other participant-facing staff to understand the ways in which they can increase their personal resilience in order to enhance their impact on participants and to maintain their own wellbeing.

Self and Time Management

Practitioners learn to better cope with the demands of their daily work by uncovering techniques for managing themselves and their time and, in doing so, increasing their effectiveness and productivity.

Disclosure

Two common disclosures are covered, mental illness and criminal history, to help practitioners to feel knowledgeable and comfortable when helping program participants to navigate the unsteady ground of disclosure.

Employment Law Basics

This short course introduces practitioners to three key areas of employment law which it is important for practitioners to understand, and highlights the duties placed on employers to ensure that every individual is afforded an equal opportunity at finding and retaining work.

Working with First Nations Peoples

Introduces practitioners to the confronting realities of the employment gap for our First Nations peoples, and provides a simple overview to the best practices practitioners should apply when working with culturally diverse participants, particularly those who identify as Indigenous.

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