



Jobseekers' Advisory Services
Employment and Training Corporation

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Senior Executive

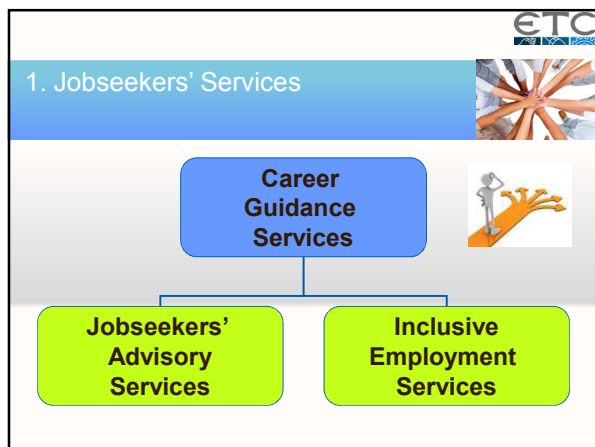
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*Coming together is a beginning
Keeping together is progress
Working together is success
Henry Ford*



Agenda

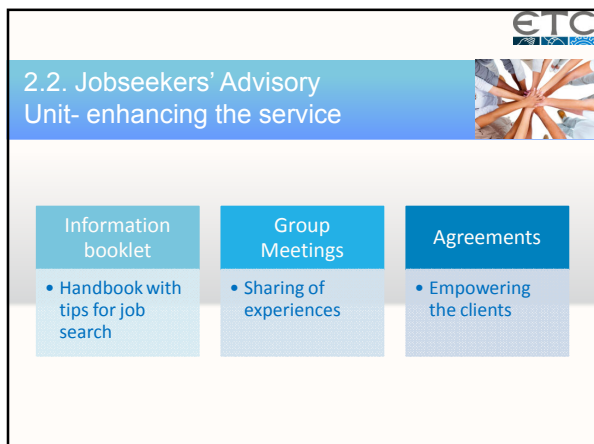
- 1 Jobseekers' Services
- 2 Jobseekers' Advisory Unit
- 3 Issues ETC clients encounter in securing a job
- 4 Employment Advisors & Ethical Behaviour




2.1. Jobseekers' Advisory Unit

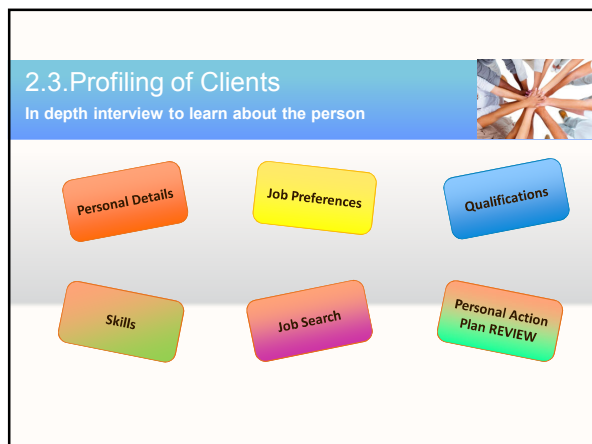
ETC offers Advisory Services to its jobseekers by allocating a personal **Employment Advisor** who focuses on:

- Profiling of the Jobseeker
- Offering **Individualised** Career Guidance
- Developing a **Personalised** Action Plan for Employment



2.2. Jobseekers' Advisory Unit- enhancing the service

Information booklet	Group Meetings	Agreements
<ul style="list-style-type: none"> • Handbook with tips for job search 	<ul style="list-style-type: none"> • Sharing of experiences 	<ul style="list-style-type: none"> • Empowering the clients



2.3. Profiling of Clients


In depth interview to learn about the person

- Personal Details
- Job Preferences
- Qualifications
- Skills
- Job Search
- Personal Action Plan REVIEW


3.2. Issues ETC Clients Encounter in Securing a Job

- Presentation Skills
 - Application tools
 - Well designed CV & covering letter
 - Self Presentation
 - Hygiene & grooming
- Interviewing Skills
- Motivation

These are things clients have control on



3.3. Improving the Jobseeker's Employability



- **EXPLORE** career options
- Gain tips on how to **APPLY** for Jobs (on CV Preparation, Application Letters, Mock Interviews etc...)
- **SEARCH** for a job - Submission to Vacancies
- Get the right **TRAINING** – through training referrals and other personal development activities
- Gain relevant **WORK EXPERIENCE** – through a number of exposure schemes
- Start one's **OWN BUSINESS**
- Other activities as may be required by the jobseeker

3.4. RESULT

The diagram illustrates a progression of employability levels. It features a light blue curved arrow pointing upwards and to the right. Three dark blue circles are placed along this arrow, each corresponding to a label below it. From left to right, the circles and labels are: a small circle labeled 'Poorly Employable', a medium circle labeled 'Moderately Employable', and a large circle labeled 'Highly Employable'.

7 Principles of Professionalism

- 1. Impartiality**
 - Professional judgment must be objective and take precedence over any external pressures or factors, members must ensure that advice is based solely on the best interests of clients
- 2. Confidentiality**
 - Employment Advisors are expected to respect the privacy of individuals, disclosing confidential information only with informed consent except where there is clear evidence of serious risk to the clients or others
- 3. Duty of Care**
 - Expected to work in the best interest of their clients, maintain a healthy relationship with colleagues and other external organisations, have duties and obligations towards employer and duty of care for their own selves
- 4. Equality**
 - Employment advisors should treat clients equally regardless of their gender age, race, disability, religious beliefs or sexual orientation
- 5. Accessibility**
 - Employment Advisors have to inform clients about access to services in a range of ways to ensure inclusion.
- 6. Accountability**
 - Employment Advisors are accountable for their actions and advice to the public and must submit themselves to whatever scrutiny is appropriate
- 7. Continuous Professional Development**
 - Employment Advisors should participate in continuous professional development

