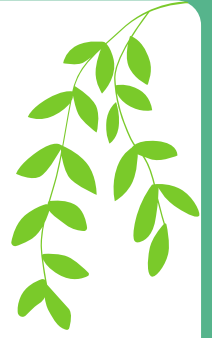


LAWN SUPPORT



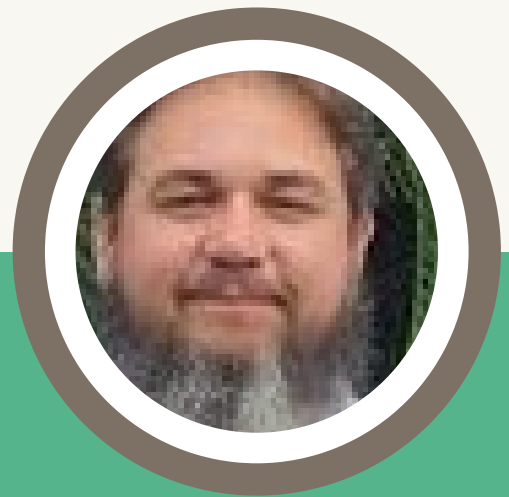
GR **2** W

Get Ready 2 Work

# Participant Information Booklet



# WELCOME



*Hi There!*

**MY NAME IS BEN AND WELCOME TO OUR TEAM!**

Working in the Gardening/ Horticulture Industry is both interesting and extremely rewarding! We want to help you grow and develop your skills in the sector so that you can move onwards and upwards towards your employment goals!

The GR2W program will provide you with basic industry training and life skills that can be used no matter where you go in your employment future. We focus on Respect, Team work, Responsibility, Understanding your rights and role as an employee and providing a Quality service to clients.

We are so excited to have you join us and cannot wait to get started!

*Let's do this!*

# WHAT TO EXPECT

## GR2W 9 WEEK GET READY 2 WORK PROGRAMME

We understand that starting something new can be a little bit daunting so we have included a checklist below to ensure that you are ready for the first day



### WHAT TO WEAR

Please wear comfortable clothes for the first day. These should include a long sleeved shirt suitable for out doors, Long pants suitable for out doors and enclosed shoes. You will be provided a uniform!



### WHAT TO BRING - PAPER WORK

1. Tax File Number if you have one
2. Super fund details if you have one
3. Bank account information
4. Identification



### WHAT TO BRING - OTHER

- Lunch - we have access to a fridge and microwave
- water bottle
- A willingness to learn and participate



### MOBILE PHONES ETC.

You will be treated as employees and an adult, you absolutely can bring fidgets, mobile phones etc. Please ensure that you are respectful and are not disturbing works with them.

# 9 WEEK PROGRAMME

- PREPARING TO ENTER THE WORKFORCE;
- INTRODUCTION TO A WORKPLACE
- RIGHTS AND RESPONSIBILITIES IN THE WORKPLACE
- INTRODUCTION TO BASIC HEALTH AND SAFETY IN THE WORKPLACE
- EFFECTIVE WORK WITHIN A TEAM ENVIRONMENT
- EFFECTIVE COMMUNICATION IN THE WORKPLACE
- BASIC OPERATIONS ON GARDENING SITES
- EFFECTIVE TIME MANAGEMENT SKILLS
- LEADERSHIP AND SUPERVISION SKILLS
- INTRODUCTION TO SMALL PROJECTS - TIME MANAGEMENT, SOURCING OF EQUIPMENT, PLANNING AND EXECUTION OF SMALL WORKS.
- INTRODUCTION TO POTENTIAL EMPLOYMENT AND STUDY OPTIONS WITHIN THE SECTOR.

# WHAT DO I DO IF I CAN'T MAKE IT IN?



Emergencies happen from time to time, illnesses can pop up and it's best to stay home and rest. In the case that you are too unwell to attend, please call me and let me know as soon as possible, we will also need a medical certificate for our records.

Office Hours: M - F 7:00am - 5:00pm

 Email	<a href="mailto:ben@lawnsupport.com.au">ben@lawnsupport.com.au</a>
 Phone	0439 088 122
 Website	<a href="http://www.lawnsupport.com.au">www.lawnsupport.com.au</a>







## WHAT DOES IT COST?

GR2W is focussed toward NDIS participants with an interest in working within the gardening sector or with small engines. Fees per week: \$1204.79 per participant. This includes all PPE, onboarding documents, transportation and non face to face time for Mentor to plan works and individually tailor program and 10 hrs wages per week for participants through out duration of the 9 week program. All participants will be paid full award rates during this time.

Should you have specific funding requirement, please contact me and I will be happy to discuss further. We are a family based local business that prides ourselves on being inclusive!

