How to Prepare for Work and Build Job Skills – Gold Standard

DiversAbilities Resource – Gold Standard

1. What this guide is for

This guide is for people who are not ready for work yet but want to get there step by step.

It helps you build confidence, skills, and understanding before entering employment.

2. Real-life situations this helps with

- You feel overwhelmed by the idea of working
- You haven't worked before or for a long time
- You want to work but don't feel confident
- You don't know what kind of job would suit you

3. What job readiness actually means

Job readiness is about preparing yourself for work at your own pace.

- Building confidence
- Understanding your strengths
- Learning basic work skills
- Getting comfortable with routines

4. Step-by-step pathway (start small)

1. Think about what you enjoy or are good at
2. Start with small activities (volunteering, short courses, community programs)
3. Build simple routines (waking up, attending regularly)
4. Practice communication and social interaction
5. Gradually increase responsibility

5. What to say (if asking for help)

- "I want to work but I'm not ready yet — what can I do to prepare?"

- "I need help building confidence before getting a job."
- "Are there programs to help me get ready for work?"

6. Where to get support

- Community programs
- TAFE or short courses
- DES providers (for guided support)
- Support workers or mentors

7. What actually happens in job readiness programs

You may attend sessions or activities that help build your skills.

You may practice interviews, communication, and workplace behaviours.

You will gradually build confidence and readiness.

8. Important honesty points

- This takes time — there is no rush
- Everyone progresses differently
- Confidence grows with practice
- It’s okay to start very small

9. Tips that make a big difference

- Focus on small wins
- Be patient with yourself
- Ask for support when needed
- Celebrate progress

10. Official links

- JobAccess: https://www.jobaccess.gov.au
- TAFE courses: https://www.tafeqld.edu.au

11. Sources

- JobAccess
- TAFE Queensland

Disclaimer: These resources might not be up to date and newer information might be available. We try our best to update our resources as often as possible.