



CUSTOMISED  
EMPLOYMENT  
SPECIALISTS

**4gr**

# MEANINGFUL CAREERS, SUCCESSFUL OUTCOMES

Welcome to 4gr, we are Australia's #1 Customised Employment Specialists. Whether you're seeking a meaningful career or want to fill a new position within your company, we're here to help.

Our unique and innovative approach ensures we deliver a successful outcome for both our employment seeking clients as well as the employers we work with, creating positive transformations in peoples lives, workplaces and communities. It's a win-win-win for all.

We are an NDIS registered provider and work with people who may experience various barriers to finding employment.



## TRANSFORMING LIVES THROUGH SKILL DEVELOPMENT, KNOWLEDGE AND INNOVATION

### OUR VISION

To transform lives, workplaces and communities through knowledge and innovation.

### OUR MISSION

We build meaningful connections with all stakeholders, by taking the time to understand each individual's employment and recruitment goals.

Through our Customised Employment model, we encourage individuals to realise their career pathways, delivering positive outcomes for clients of all abilities.

### Respect

We believe in the importance of all stakeholders creating enduring and trusting relationships to achieve goals.

### Integrity

We communicate openly and transparently with stakeholders, and we believe honesty and dignity should be extended to all members of our community.

### Equality

We are passionate about what we do, and we believe completely in accessibility and equity for all. Mutual respect and understanding underpin everything we do, and we recognise that each time we interact with those around us, we are learning and growing.

### Innovation

Growing and evolving as individuals and as an organisation is integral to who we are and what we do. We recognise the need to think creatively and to continually strive for growth, change and innovation.

### Professionalism

Our approach creates a win-win solution for both the career seeker and the employer who we are equally responsible to.

### Knowledge

We are leading change through knowledge, education, information and excellence which creates positive transformation in attitudes and outcomes within the community and the employment sector.

# CUSTOMISED EMPLOYMENT SPECIALISTS

Customised Employment is a flexible process designed to bring people together to personalise employment opportunities in a way that meets the needs of both the job seeker and an employer.

At 4gr, we don't see barriers, we see opportunities. We have adopted this evidence-based approach when working with our clients and participants to get the best positive outcomes for everyone involved.

Developed in the United States in 2001, the Customised Employment model is unlike traditional recruitment where employment begins with a job vacancy. Our person-centred approach begins instead with a focus on the skills, strengths and interests of each individual which are then matched with the needs of the employer.

Our in depth process ensures we take the time to truly understand the needs and desires of both our job seekers and the employers that we work with. This results in a win-win for both parties involved. Our job seeking participants can confidently begin to carve out meaningful careers while employers can expect successful recruitment outcomes.

Our team includes passionate Customised Employment Specialists that are highly skilled in fostering innovative employment opportunities to achieve common goals.

We are results driven and have a proven track record in finding open employment for our clients, whilst bringing more diversity into workplaces and the greater community.

## SERVICE DESIGN

As a registered NDIS provider, 4gr is held to the highest of standards under the Quality and Safeguards Commission standards. To meet these standards 4gr have implemented the Service Design principles into our business model.

Service Design is an evidence-based framework used to evaluate all our services through the lens of our most important stakeholders, our participants and our broader group of external stakeholders.

As leaders in the provision of employment consulting services to NDIA clients, we want to ensure our services remain relevant, current and meet the highest standards of excellence. Implementing the service design principles ensures 4gr's services stay aligned with our values and objectives. Through the use of a co-design framework and working with all our stakeholders we strive to continuously improve our service and authentically live our values, whilst encouraging our participants to do the same.

Through our pro-active approach we can implement various strategies such as:

### JOB NEGOTIATION

We negotiate and combine tasks from multiple roles within a business into a new job description.

### JOB CARVING

We help craft a new job opportunity that includes some, but not all elements or tasks of an existing job description.

### JOB CREATION

We assist in creating a new job description from identified unmet business needs of the employer.

### JOB SHARING

Two or more people share the same job to fulfil the job requirements.



# GET WORK READY

At 4gr we are continually developing and perfecting the work integrated learning framework to ensure that you will have a successful work experience.

Flexible, inclusive and supportive, in a work simulation setting we coach our participants through the practicalities of being in a work environment.

## What to expect:

### **JOB INTERVIEW SKILLS**

Build up your confidence to present well at job interviews.

### **SIMULATED WORK ENVIRONMENT**

We go through the fundamentals of what happens in a workplace, customised to your type of role.

### **COMMUNICATION & SMALL TALK**

Learn how to effectively communicate with managers and mingle with co-workers.

### **PRACTICAL ACTIVITIES**

We think outside the box with a range of activities to ensure you're job ready to meet the demands of your particular role.

### **UNSPOKEN & UNWRITTEN RULES**

We address some of the challenges you might have experienced in the past and make sure you have an adequate ability to work well with others. We take you through some unspoken and unwritten rules of social workplace interactions that you may not be aware of.

### **ONGOING SUPPORT**

We ensure you not only survive but thrive in your new role by providing ongoing support to update your skills when necessary.

### **DISCOVER EMPLOYMENT**

As you develop your skills through attending the WorkSimulation, discovering employment is the next step in your journey.



## FOR YOUTH EMPLOYMENT & JOB SEEKERS

# Looking for your first job?

If you're looking for your first job, whether that's part-time, full-time or casual, it can seem really daunting to enter the workforce.

At 4gr, we're committed to helping you make the transition from school into your first paid employment as smooth and easy as possible, our team will help you get job ready and find your perfect first job.

You'll be confident to tackle your first day, mingle with new co-workers and thrive in a new environment as you start to become more independent and follow your chosen career path.



**LORETTA**  
PARTICIPANT

When I started working with 4gr I was working in the supported employment industry (ADE) and all I wanted to do was to find work in the Open Employment field. I also attended the work simulation classes that 4gr run which was to help me understand what I need to learn while looking for jobs and also career paths and their networks. I spent lots of time working out what was needed and how we would go about doing things. I have now been working in Open Employment for two years and I have a permanent part-time role. I'm so glad to be earning a proper wage and working with people from all over Geelong and the world and learning about their culture and trying to understand their accents.

★★★★★

## OUR PROCESS



### CAREER PLANNING

Meet with us to discuss your skills, interests and career goals.

### WORK SIMULATION

Learn practical and communication skills to thrive in the workplace. Discover what employment is all about.

### EMPLOYMENT MENTOR

Your employment mentor will find, negotiate and create employment opportunities on your behalf.

### WORK INTEGRATED LEARNING

Test drive your new job with a work integrated learning opportunity.

### PAID EMPLOYMENT

If all goes well for both parties, you're officially hired! Congrats!

## FOR MATURE AGE CAREER SEEKERS

# Looking for a career change or your dream job?

If you're looking for your dream job, it can be frustrating when it seems like there aren't any good options available in your chosen field.

At 4gr, we're committed to helping you find not just any job, but help you transition to a position that's perfectly suited to your skills, abilities and aspirations, in a workplace you can finally call home.

You'll be coached to not only survive but thrive in a new workplace, with coaching to help you overcome any challenges you might have faced in the past when looking for work.

We're here to help you develop a meaningful and fulfilling career, on your terms.



**NATALIE**  
PARTICIPANT

"I want to personally thank you for supporting me for such a long time. You have been such an integral part of my career journey. You inspired me, challenged me, and kept me on track, and I very much appreciate it. Thank you for helping me realise my purpose, for being an ear when I needed a sounding board, and for believing in me when I didn't believe in myself."

★★★★★

## FOR PARENTS & CARERS

# Helping your teen find their first job?

Let us take away the stress and worry of helping your teen find a good job.

We know that you want the best for your teen, and finding a suitable job can often prove difficult, time consuming as well as daunting – for both you and your child.

Our team will help your teen to make a smooth transition from school into their first paid employment with guidance to explore a suitable and meaningful career path.

We work holistically with other service providers in your teenagers life, collaborating with psychologists, occupational therapists and other specialists so they can start to become more independent.



**TRACEY, INDEE'S MUM**  
PARENT

In the last six months we have seen huge changes. She gets up and at it in the morning and is happy to be going in, no lethargy that she used to have. She wants to present herself better—no tracksuit pants, likes to dress herself nicely, is more aware of her appearance and more aware of respect and work boundaries. She is fully aware that this is a working environment and that there are hierarchies and needs to be respectful. She has changed hugely since commencing with 4gr, and it has been really good for her and she now has a good attitude.

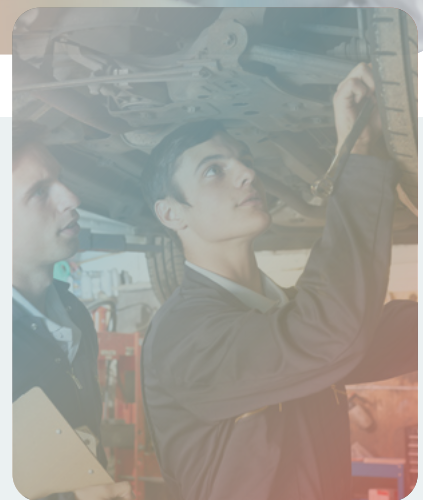
★★★★★



**ELENA, MATT'S MUM**  
PARENT

Tilley has spent an enormous amount of time working with Matt, not just interview skills but in terms of what he likes to do, what he wants to do, what is easy for him, what is hard for him. When I listened to their meetings over Covid times on Zoom and listened to the way Tilley spoke with Matt it was excellent.

★★★★★



## FOR EDUCATORS & CAREERS COUNSELLORS

# Need guidance and customised advice?

Let us assist you in helping the students that need the most guidance, transition smoothly into the workforce.

We know that you want to help as many students as possible, but it can sometimes seem challenging to give the right advice.

Our unique model is designed to help students get job ready, building their skills and confidence to thrive in the workplace.

Our friendly team can organise an in-school visit to speak with your students and staff so that we can share more information about the opportunities we can bring to each student.



## FOR EMPLOYERS & HR MANAGERS

# Looking to hire or diversify your workplace?

If you're looking to hire, our team will help you fill the position with the right candidate and create a unique opportunity for both you and the person you're hiring.

Professional, knowledgeable and reliable, we're committed to delivering a positive outcome for both parties involved.

Our background in HR and Recruitment ensures we take the time to really understand your company culture and business needs.

After careful consideration we match you with potential candidates that we have coached and mentored to help them thrive in the workplace.

When you've selected a suitable candidate, we'll offer them a work integrated learning opportunity in your workplace, so you can test the waters and see if it is a good fit for both of you, before you commit to paid employment.

We can also help you develop and implement more inclusive recruitment strategies to successfully diversify your workplace.

Our team is here to support you in your workplace and recruitment goals.

### BB'S DOGGY DAY CARE

EMPLOYER

"4gr has been fantastic in supplying support to our staff involved in their program. From providing an employment mentor to assisting with communication skills and understanding company policies and procedures, they have been able to help our staff members each step of the way. The support of 4gr has allowed us as a company to provide employment to diverse staff, knowing that we have their assistance in the challenging transition of entering the employment field."

★★★★★

### CALCO TRUSSES AND TIMBER

EMPLOYER

"We started working with 4gr when we were looking for someone to complete a few small jobs around our timber yard. Arthur completed his work placement with us, and we quickly found that his enthusiasm for the role would lead to meaningful ongoing employment. Over the time that Arthur has been employed with us his role has grown and developed along with him. Through ongoing support and communication between 4gr and management, Arthur receives regular employment mentoring to ensure he is thriving in the workplace."

★★★★★



### TANIA, BEN'S MUM

PARENT

Once Ben started working with 4gr we actually could not believe the difference in Ben's confidence. I think being able to go into the workforce, being included in the working unit, he did years of volunteering before he gained paid employment, but just that sense of worth that someone is willing to pay him for his time and knowledge has actually been quite life changing. Every family member has commented and said he seems so much happier, confident and organised, it has been life changing. He was recently included in a team photo at his place of employment and he was very chuffed that they included him.

★★★★★



# OUR STORY



**Beth Evans**  
**DIRECTOR**

**Gillian Baldwin**  
**DIRECTOR**

4gr is privately owned and operated by business partners and friends Beth Evans and Gillian Baldwin. They launched 4gr in 2013 with four good reasons... to create a legacy for their collective four children. They chose to do this with a business that creates capacity, building independence for people with various barriers.

Gill and Beth both have extensive experience in corporate Human Resources, Recruitment, Training, and people management. Prior to starting 4gr, both Gill and Beth spent eight years working in social services supporting and training long-term unemployed and individuals experiencing disadvantage and barriers to gaining and maintaining employment.

Gill and Beth have completed further tertiary studies to support their existing knowledge and skills in recruitment and training. Gill now has a Master of Disability Policy and Practice from Flinders University

and Beth has her Graduate Certificate in Career Development from James Cook University. These studies have added a breadth and depth to the services 4gr offer, providing our participants with an even greater specialised, professional service.

From humble beginnings in 2013, 4gr has grown into a talented, broader team of 20+ staff. 4gr staff are a team of Customised Employment Specialists working with individuals and employers to create bespoke employment opportunities, transforming lives, workplaces, and communities.

## CONTACT US

If you'd like to work with us, please fill out our Referral Form online or contact us on the details below.

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