

# Introducing Discovery

## About Discovery

Discovery is a spoken and activity-based individual assessment and recruitment tool. It is most suited to people whose first language is not English and who have an absence of work history and/or supporting documentation.

Discovery is relevant for school leavers, those in work, those seeking further development opportunities and those looking to join the workforce and participate in training. It is suitable for men and women of any age.



Watch Rebecca Iliffe, Director and Discovery Trainer introduce Discovery.

## Implementing Discovery in your organisation

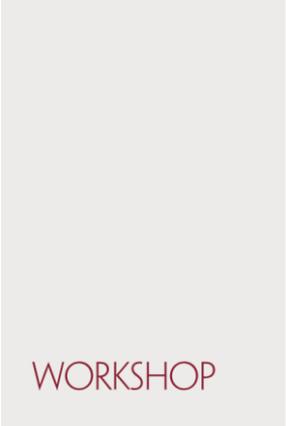
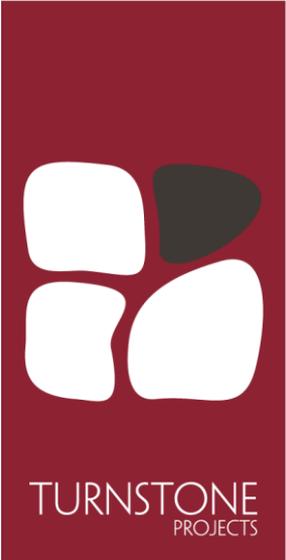
Using Discovery equips organisations with workplace related information about an individual applying for a position or currently employed. The results allow organisations to compare applicants objectively and determine those individual(s) most suited to the specific development, employment or training opportunity. It makes good business sense.

Discovery is a discrete and contained process that organisations can easily integrate within their existing recruitment and individual assessment practices.

Discovery provides a benchmark of an individual's current skills to utilise and extend. This improves how work is allocated, tasks assigned and training is developed and delivered.

To implement Discovery, organisations nominate members of their team to become facilitators. The facilitators participate in and complete all aspects of the **Discovery Workshop** including the assessment and/or recruitment of actual applicants. Following the Workshop, the organisation is provided with the Discovery Toolkit. The **Discovery Toolkit** includes the instructions, materials, activities and supporting videos to implement Discovery on an on-going basis.

Discovery: a practical and effective recruitment and assessment tool for organisations helping people with work and training.



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## Discovery Workshop

From the Discovery Workshop, delivered on-site, the organisation will have trained facilitators with the theoretical and practical understanding of Discovery and all the resources to implement the process. In addition, the facilitators will have commenced assessment or recruitment using Discovery of actual applicants completing or partially completing immediate needs.

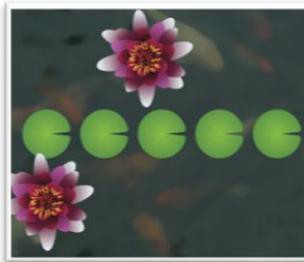
The Workshop provides facilitators with:

1. an introduction of Discovery as a recruitment and individual assessment tool;
2. an understanding of the importance of the facilitator's role and responsibilities;
3. detailed knowledge of the six hands-on activities, an understanding of the aptitudes being tested and the assessment methodologies and requirements;
4. information on and experience in the Icebreaker Interview, Workplace Literacy and Numeracy exercises;
5. a detailed understanding of the Torch and Burt literacy assessments;
6. strategies and practice for effective community and stakeholder engagement;
7. familiarity of the Discovery Individual Assessment Record; and
8. practical experience in completing all aspects of Discovery with applicants.

The Discovery Toolkit



Activity 1: Frog Hop



Individual Assessment Record

### Workshop outline (a sample three day outline for group training of up to 15 facilitators)

|                |  |
|----------------|--|
| Pre Workshop:  | Facilitator survey and introduction<br>Facilitator meeting (30 mins per person)  |
| Day 1 All day: | Discovery introductions, briefing, roles, responsibilities<br>Teaching and practice of the six hands-on activities<br>Teaching Workplace Literacy and Numeracy (9 exercises) |
| Day 2 Morning: | Teaching English Literacy (Torch and Burt methods)<br>Assessments and recording  |
| Afternoon:     | Hands on Discovery assessments<br>Review and feedback  |
| Day 3 Morning: | Stakeholder engagement<br>Individual Discovery session (actual applicants)   |
| Afternoon:     | Individual Discovery session (actual applicants)<br>Wrap up, review, evaluation and ongoing assistance   |

Workshops can be tailored to meet specific requirements with a minimum of two facilitators.

### About Turnstone Projects

Turnstone Projects works collaboratively with companies, organisations and communities where shared interests exist. Together, we find innovative and practical ways to achieve their project goals for positive social and economic impact. We work across Australia in a range of industries.

Our project team includes Rebecca Iliffe, Sandra Daff and Dr Cecil Pearson. The team reflects all the aspects of the Discovery process. This includes: development and implementation of the Discovery process over many years; training design and delivery; program management (on-site and remotely); Indigenous recruitment, training and employment; writing; project communications; evaluation; and, reporting.