

# Workforce Australia

Employment Services

Delivered by IntoJobs

## Service Delivery Plan - Participants

### Career Transition Assistance

Are you over 45 and need assistance to get back into the workforce? Workforce Australia Career Transition Assistance, delivered by IntoJobs, is designed to help mature job seekers increase their job search skills and digital confidence, while identifying new employment opportunities suited to existing skills and experience. The program aims to assist people to find meaningful employment opportunities and allow them to return to the workforce.

IntoJobs can assist you by:



Identifying your current skill set and matching these to new roles



Working with you to identify employment opportunities in your area



Planning tailored job search activities



Assistance with the job application process including using technology to apply for roles



Providing tailored advice and support along your journey

### Program Structure

**Career Transition Assistance (CTA) courses:**

- ▶ Are delivered over a maximum of eight weeks
- ▶ Require 75 hours of participation
- ▶ Include a combination of small group sessions and one-on-one support
- ▶ Are delivered face-to-face where practicable to encourage collaboration, networking and peer-to-peer support.

▶ 1300 11 JOBS (5627)  
▶ [pathways@intojobs.com.au](mailto:pathways@intojobs.com.au)  
[intojobs.com.au](http://intojobs.com.au)

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Australia

**Local people, local jobs.**

## Overview

Career Transition Assistance assists you to gain the skills and knowledge to get back into the workforce. Our team of experts will assist you to identify your existing transferable skills, any skill gaps you might have and how to address these, while providing tailored career advice that suits your skill set and personal attributes.

Workshops are run face-to-face in small groups of 15 participants to ensure that you get personalised support, gain confidence in your job search skills and explore different technologies to find your next job. The Group Workshop Activities are specifically designed to foster empowerment, self-determination and provide opportunities to share ideas, thoughts and successes in a supportive peer-to-peer environment.

Activity and Skill Set	Program Outcomes
Create and Tailor Your Résumé	<ul style="list-style-type: none"> <li>▶ Understand how to create and tailor résumés to suit each position you apply for</li> <li>▶ Learn how to get the attention of employers and recruiters by demonstrating that you are the ideal candidate</li> <li>▶ Identify your strengths, skills and accomplishments, and learn how to 'sell' them to employers</li> </ul>
Build a Professional Online Profile	<ul style="list-style-type: none"> <li>▶ Use platforms like LinkedIn to build and manage your professional profile</li> <li>▶ Ensure recruiters can find and identify your suitability for the role</li> <li>▶ Understand how to navigate relevant platforms to search for job opportunities</li> </ul>
Identify Transferable Skills	<ul style="list-style-type: none"> <li>▶ Identify your transferable skills to highlight your value as an employee, aside from your core competency</li> <li>▶ Learn to use these skills to showcase your capability to get the job done, even when you're not the ideal candidate</li> </ul>
Explore Current Job Market	<ul style="list-style-type: none"> <li>▶ Identify jobs that are in demand across industries and through employers</li> <li>▶ Use trends to predict future job opportunities</li> <li>▶ Find employment pathways that offer stability and long-term prospects</li> </ul>
Learn Interview Techniques	<ul style="list-style-type: none"> <li>▶ Develop interview skills to suit a wide range of situations</li> <li>▶ Build confidence to answer those tough questions, and to stay cool under pressure</li> <li>▶ Participate in mock interviews, and partake in self-assessment processes to improve your skills</li> </ul>
Digital Literacy Education	<ul style="list-style-type: none"> <li>▶ Access support which is tailored to your needs to improve your digital literacy</li> <li>▶ Learn about different tools to improve your job search skills and employability</li> </ul>
Peer-to-Peer Support Network	<ul style="list-style-type: none"> <li>▶ Build networks, share ideas, and celebrate achievements while on your job search journey</li> <li>▶ Gain support through our private group chat</li> <li>▶ Build and strengthen your job search resilience</li> </ul>

**Upon completion of the Careers Transition Assistance program you will be able to:**

- ▶ Identify roles and opportunities that suit your experience, skill sets and future goals
- ▶ Confidently "sell yourself" during the interview process
- ▶ Be competitive in the local job market
- ▶ Use everyday technologies such as computers, tablets and smart phones with confidence

### **Additional Support - Language, Literacy and Numeracy (LLN) Support**

CTA participants will have the opportunity to undertake an online LLN assessment to determine their individual needs. LLN issues can impact a lot of people, and having trouble with these skills is nothing to be embarrassed about. At IntoJobs, we have a range of methods to assist people who struggle with LLN.

**An Indigenous Engagement Officer is available to support our Indigenous participants to encourage sustainable employment outcomes.**

Learn More

