

## Career Transition Assistance

### Information for participants

The Career Transition Assistance program is designed to help job seekers aged 45 and over, to improve their confidence and boost their skills to become more competitive in their local labour market.

Career Transition Assistance is a free course funded by the Australian Government for eligible participants.

### Am I eligible?

All individuals aged 45 years and over are eligible to be referred to Career Transition Assistance if you participate in the following services:

- Workforce Australia with a Provider
- Workforce Australia Online for individuals
  - Every person with a MyGov Account is eligible to access Workforce Australia Online for Individuals and ask for a referral to Career Transition Assistance
- Disability Employment Services

### How can the Career Transition Assistance program help me?

Career Transition Assistance will provide you with practical support to:

- improve your skills and confidence with desktop computers, tablets and smart phones
- apply for jobs online, and use standard technology found in different workplaces
- explore your career goals and motivations
- identify your existing skills and how they can transfer to other jobs or industries
- better understand the job opportunities in your local area, and the skills you might need for these jobs.



- update and tailor your job applications to apply for a range of different jobs.
- follow up job applications appropriately.

At the end of the program, your Career Transition Assistance provider will work with you to develop a plan specifically for you, with steps for marketing yourself to employers and ways you can boost your chances of getting the job you want.

## What can I expect?

You will meet with your Career Transition Assistance provider before starting the program. They will get to know you to understand your needs and assess your ability to use a range of different technologies, so they can tailor the program to best support you.

Career Transition Assistance will take between three and eight weeks to complete. Your Career Transition Assistance provider will give you details about the days and times you need to attend the program. Your provider will let you know the attendance options available to you.

## If I have mutual obligation requirements, can I earn points doing Career Transition Assistance?

Yes, when you undertake a Career Transition Assistance course you can earn 15 points per week towards your Points Based Activation System (PBAS) points target.

## How can I register?

How you register for Career Transition Assistance depends on your circumstances:

- If you are a Workforce Australia Online participant, you can self-refer to a course through your Workforce Australia Online account or by contacting the department's Digital Services Contact Centre on 1800 314 677.
- If you are registered with an employment services provider, they can refer you to a course.
- If you are not registered with an employment services provider but would like to know more about what Career Transition Assistance can offer you, contact the Digital Services Contact Centre on 1800 314 677 (free call from land lines) or email [digitalservices@dewr.gov.au](mailto:digitalservices@dewr.gov.au).

Alternatively, you can talk directly to a Career Transition Assistance provider. To find a provider in your region visit <https://workforceaustralia.gov.au/individuals/coaching/providers/search>.

## Do you need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450\* and ask for the National Customer Service Line (NCSL) on 1800 805 260 (free call from land lines).

If you are deaf, or have a hearing or speech impairment, you can use the National Relay Service. For more information, visit [Accesshub](http://www.accesshub.gov.au)<sup>1</sup>.

\* Note that call charges apply for calls to '13' numbers from mobile phones

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<sup>1</sup> <http://www.relayservice.gov.au>