



# OUR OFFICES

Workforce Australia - Transition to Work, also known as TtW, is a work readiness program for young people that helps you prepare or find a job in a way that is right for you.

A Transition To Work mentor will meet you and assess your skills and readiness for work, discuss your personal circumstances and connect you to any appropriate support services you may need.

You will also develop a job plan and organise regular times to meet to work towards and update the goals you have discussed. In these ways, Transition to Work is flexible and personalised to meet your needs.

# TRANSITION TO WORK

## Workforce Australia

Employment Services

Delivered by  
National Joblink

## WORKFORCE AUSTRALIA - TRANSITION TO WORK SERVICE DELIVERY PLAN

### LAUNCESTON

Level 1, 93 York Street  
Launceston TAS 7250  
03 6334 4966

### DEVONPORT

Unit 2, 69 Best Street  
Devonport TAS 7310  
03 6424 7668

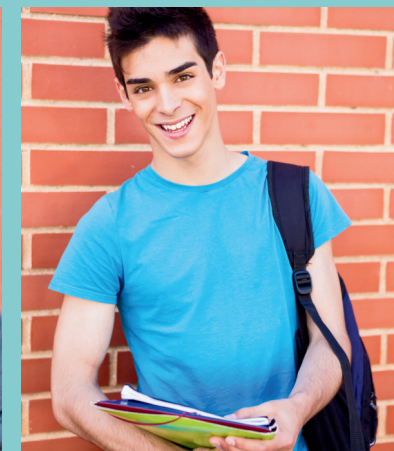
### BURNIE

Level 4, 46 Mount Street (Reece House)  
Burnie TAS 7320  
03 6432 3211

### SMITHTON

74 Britton Rd (Smithton District Hospital)  
Smithton TAS 7330  
03 6432 3211

1300 136 496  
enquiries@njl.org.au  
www.njl.org.au



Workforce Australia - Transition to Work is funded  
by the Australian Government



## WHO WE ARE



For 28+ years, National Joblink (NJL) has supported young people on their career journey through training and employment programs.

We are a community-based, not-for-profit and registered training organisation but, most importantly, we are an organisation who

**LISTENS AND SUPPORTS YOU TO NAVIGATE YOUR OWN PATHWAY TO EMPLOYMENT.**

We understand everyone is different so, whether your goals include accredited training, learning life skills, volunteering, work experience or paid employment, NJL will support you in a program tailor-made for you.

## OUR MENTORS

offer a variety of ways to help you find the right job or training for you such as:

### 01 Supporting you in the job application process

by helping you write your resume and cover letter, prepare you for interviews, navigate the online application process and match you to suitable work with local employers.

### 02 Preparing you for working life

through budgeting, learning to prepare your own meals, discussing transport options and maintaining a healthy work/life balance.

### 03 Assessing your work readiness

including assistance for literacy and numeracy support, connecting you with services for housing, food or general wellbeing and linking you to support that helps young people with their mental health as well as domestic and family violence.

### 04 Exploring your interests and work options

using online resources, Virtual Reality simulations or practical industry experience with an employer that leads to work.

### 05 Providing fun opportunities to work with others

by contributing to meaningful community projects and working in a team environment to develop interpersonal (people) and teamwork skills through adventure-based learning.

### 06 Linking you with the NJL Driving School

for lessons with a qualified driving instructor.

### 07 Supporting you to attain or keep a job

by discussing your needs for work or to develop skills as required by your employer.

### 08 Helping you when you get work

by providing post placement support for up to 6 months and assisting you to resolve issues with your employment, if needed.



## CONTACT US



[enquiries@njl.org.au](mailto:enquiries@njl.org.au)



[www.njl.org.au](http://www.njl.org.au)



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