

## Workforce Australia – Career Transition Assistance

### Information for Participants

#### About Career Transition Assistance

Career Transition Assistance is a free program to help you build your skills and confidence to re-enter the workforce or change career.

If you have mutual obligation requirements, you can earn points toward your Points Based Activation System target for doing a Career Transition Assistance course.

#### Am I eligible?

To access Career Transition Assistance you need to be 45 years or over, and either have a myGov Account or be participating in one of the following services:

- Workforce Australia Services
- Workforce Australia Online
- Inclusive Employment Australia
- Parent Pathways

You do not need to receive income support payments to participate in Career Transition Assistance.

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

Career Transition Assistance will provide you with practical support to:

- explore your goals and motivations
- identify your existing skills and how they transfer to other jobs or industries
- identify the job opportunities in your local area, and the skills you might need for these jobs
- update and tailor your resume and job applications to apply for a range of different jobs
- navigate the job application process and practice your interview skills
- follow up job applications effectively
- build your skills and confidence to use everyday workplace technologies

By the end of the program, you and your Career Transition Assistance provider will have developed a personalised plan 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. So they can tailor the program to best support you, they will ask some questions to understand your needs and assess your ability to use a range of different technologies.

Career Transition Assistance is generally delivered in-person in a small group setting, for a minimum of 75 hours over a period of 3 to eight weeks. Your Career Transition Assistance provider will give you details about the days and times to attend the program.

## What is the points value of Career Transition Assistance?

If you are in Workforce Australia and are subject to mutual obligation requirements you can earn 15 points per week towards your Points Based Activation System target by doing a Career Transition Assistance course. You can also earn 5 points for attending the Initial Meeting before the course starts, and another 5 points for the Personal Handover Meeting after the course ends.

If you are a Workforce Australia Online participant and this is the first activity you have booked into, you are also entitled to 30 bonus points.

## How to 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 service but would like to know more about what Career Transition Assistance can offer, you can visit or contact your local Career Transition Assistance provider. You can locate your nearest provider by visiting <https://www.workforceaustralia.gov.au/individuals/coaching/providers/search>, or contact the Digital Services Contact Centre on 1800 314 677 to find Career Transition Assistance courses in your area.

## Do you need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450<sup>1</sup> 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](https://www.accesshub.gov.au)<sup>2</sup>

## Further information

Find out more at <https://www.workforceaustralia.gov.au/individuals/training/activities/career-transition-assistance>

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<sup>1</sup> Note that call charges apply for calls to '13' numbers from mobile phones.

<sup>2</sup> <http://www.relayservice.gov.au>