

Information for participants

Career Transition Assistance is a new initiative to help older job seekers build their skills and confidence to become more competitive in their local labour market.

Who is eligible?

To participate in Career Transition Assistance (CTA), you must be aged 50 years or over, and registered with a jobactive provider in one of the following regions:

- Ballarat, VIC
- Somerset, QLD
- Central West, NSW
- Adelaide South, SA
- Perth North, WA.

What does CTA offer?

CTA will help you to recognise your skills and experience and how these apply to jobs in your area. You will have the opportunity to develop new skills by participating in one, or both of the courses on offer. These courses are:

- Tailored Career Assistance, and
- Functional Digital Literacy.

While participating in CTA, you will have an opportunity to work alongside other mature age job seekers, led by a facilitator experienced in career coaching or professional development.

How will *Tailored Career Assistance* help me?

Tailored Career 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
- better understand the job opportunities in your local area, and the skills you might need for these jobs
- update and tailor your job applications for the different jobs you want to apply for
- be able to apply for jobs online, and
- follow up job applications appropriately

What can I expect?

You will meet with your CTA provider before starting the course so that they can get to know you and understand your needs. Your CTA provider will complete an assessment with you to ensure they tailor the course to best support you.

Your CTA provider will give you details about the days and times you need to attend the program with them. Tailored Career Assistance will generally take six weeks to complete.

At the end of the course, your CTA Provider will have developed 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.

How will *Functional Digital Literacy* help me?

Functional Digital Literacy will help you to build your skills and confidence to use every-day technologies. You will have access to digital equipment and tools such as computers and tablets. This course will help you to improve your skills to apply for jobs online, and to use simple technology found in different workplaces.

What can I expect?

Before starting Functional Digital Literacy, your CTA Provider will do an assessment with you to determine your confidence and ability to use a range of different technologies.

Functional Digital Literacy will generally take two weeks to complete; however, if you are also doing Tailored Career Assistance your provider might combine these courses together for a total of eight weeks.

Who do I contact if I'm interested in doing CTA?

If you would like to participate in CTA, you need to talk to your jobactive provider. If you are not currently registered with jobactive, you can find a local provider at <https://jobsearch.gov.au/serviceproviders>

You can also contact a CTA provider directly to find out more. Choose a CTA provider from a list of providers in your region <https://jobsearch.gov.au/serviceproviders>

Want more information?

- Go to <https://www.jobs.gov.au/cta>
- Call the Employment Services Information Line on 13 62 68*

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 Employment Services Information Line on 13 62 68*.

If you are deaf, or have a hearing or speech impairment, you can use the National Relay Service. For more information, visit www.relayservice.gov.au

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