

# HELPING MATURE AGE JOBSEEKERS

RETURN TO THE  
WORKFORCE



**Designer Life**

EMPLOYMENT • TRAINING • CAREERS



## CAREER TRANSITION ASSISTANCE



### REGAIN YOUR CONFIDENCE

Your trainer will support you every step of the way toward your career goal. Overcome obstacles and be surprised by what you can achieve.



### BUILD YOUR SKILLS

Recognise transferable skills from previous workplaces and learn to showcase them in resumes and cover letters. Build digital competency, and refresh your interview skills.



### GROW YOUR OPPORTUNITIES

Learn to navigate the digital world to increase your job finding opportunities and gain valuable insight into multiple industries through industry experts.

For more information, please contact us at the following



(07) 3333 2055



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[www.designerlife.com.au](http://www.designerlife.com.au)

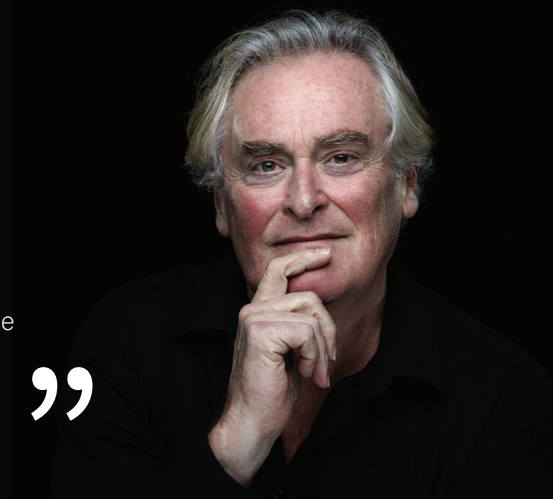
“ *Clear, caring, expert help is at hand with Designer Life.*

Computers and digital technology are invaluable to me. I couldn't do my job without them, and it's not that hard to learn.

Designer Life will build your confidence and teach you the skills you need for a new satisfying work career. I can't recommend them enough.

*John Howard*  
Designer Life CTA Ambassador

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## COURSE OVERVIEW

Our CTA course runs over 8 weeks and provides practical assistance to mature age job seekers to increase their employability skills and competitiveness in their local job market through tailored career planning and digital literacy training and support. Our CTA course will provide one on one planning to suit the individual needs of participants.

### FUNCTIONAL DIGITAL LITERACY COMPONENTS WILL COVER

- Using everyday digital equipment to support job applications
- Navigating smartphones, tablets, apps, and computers for job search and work
- Getting online; including Social Media and job search sites
- Applying for jobs online
- Desktop publishing
- Setting up email accounts
- Editing and uploading resumes

### Who is Eligible?

CTA is for mature age job seekers aged 45 years and older that would benefit from intensive career transition assistance and/or digital literacy training that do not have significant non-vocational barriers.

### CTA COURSE COMPONENTS WILL COVER

- Developing goals and motivations
- Understanding the local job market
- Exploring transferable skills
- Improving and tailoring resumes
- Navigating the job application process
- Practising interview skills
- Experiencing different industries including inbound and outbound visits
- Exploring self-employment