

HELPING MATURE AGE JOBSEEKERS RETURN TO THE WORKFORCE



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.

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.

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.

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

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
- Practicing interview skills
- Experiencing different industries including inbound and outbound visits
- Exploring self-employment



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