

Supporting mature aged job seekers achieve their employment goals



Career Transition Assistance (CTA) is an Australian Government initiative to assist mature age job seekers aged 45 years or over, to build skills and confidence to become more competitive in their local labour market.

About CTA

Sureway's CTA program is designed to help participants identify and grow their existing skills, and build the confidence to find meaningful employment in their local area. Our experienced Facilitators will provide participants with an individualised experience that focuses on articulating transferable skills and increasing digital literacy for job searching and the workplace.



Tailored career assistance

Through small, interactive group sessions we help participants identify their transferable skills and experiences, then assist them to connect with local employment opportunities that appeal to them.



Practical digital skills

Participants will get hands on experience to build their skills and confidence in the use of digital devices and Microsoft Office programs.

48% of participants found employment within 90 days of completing CTA.



The trainer was fantastic. Professional, knowledgeable, patient and kind. She delivered the course in a clear, concise manner, personalising it for each participant.



The best part of the course was recalling past achievements and skills.



I learned a lot about tailoring cover letters for each job, instead of using a generic one describing yourself.



It has been some time since I've had to apply for jobs so this was most helpful in knowing what the employers are looking for.

Eligibility

To participate in Sureway's Career Transition Assistance (CTA) program, job seekers must be aged 45 or over, and registered with a Workforce Australia provider in one of the following regions:

- Central West NSW
- Murray Riverina NSW
- Goulburn / Murray VIC
- Mid North SA
- Murray South East SA

Sureway conducts regular information sessions for our CTA program. Call 1300 SUREWAY for details on our next session. Alternatively, we can arrange an introductory call with your job seeker to discuss the program and confirm their interest.

Key outcomes for job seekers

Following their successful completion of the program, the participant will have:

- a professional resume and cover letter
- increased digital skills, including using email and Microsoft Word
- enhanced interview and communication skills
- a new network of contacts, including employers and peers
- a personalised career pathway plan for their future

Referral requirements

Job seekers must be informed about the CTA program and its aims prior to referral. Participation in CTA is voluntary and clients must consent to being referred. Job seekers should also be informed that they must still engage with their regular provider as scheduled whilst they participate in Sureway's CTA program. Job seekers will be required to bring the following to their initial appointment:

- Photo ID
- MyGov login details (if available)
- Current resume (if available) or any details of qualifications, past experience and skills

THERE ARE 3 CTA PROGRAM STAGES

1 Referral and initial meeting

- Confirm that the job seeker meets all of the requirements for the CTA program
- Complete a referral to Sureway's CTA program
- Advise the job seeker that Sureway will contact them

Following successful referral, a Sureway CTA Facilitator will contact the job seeker directly to arrange their first one-on-one meeting at the Sureway office. At this initial meeting our Facilitator will work with the participant to develop their personal career pathway plan and arrange their attendance for stage 2.

2 Skill building

Participants will undertake up to eight weeks of learning, with a combination of class based and home-based learning. Key learning areas include: exploring and understanding local employment and education opportunities; completing online applications; and learning about employer expectations. Participants will also have access to Sureway's computers and facilities for the duration of the course.

3 The future

Following successful completion of the course, we will coordinate a meeting between the participant, their Workforce Australia Services Consultant and our CTA Facilitator to chat about the participant's next steps for pursuing employment and other opportunities. Over the following three months, the participant will also receive two future support contacts from their CTA Facilitator to support them to achieve their career goals.