

# Reclaim your purpose with Career Transition Assistance



If you are a Workforce Australia Employment Services participant aged 45 and over, you can access specialised training and coaching to accelerate you toward your employment goals.

## Career Transition Assistance (CTA)

CTA is an Australian Government initiative to assist mature age job seekers build skills and confidence to become more competitive in their local labour market.

## About the program



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information

Sureway's CTA program is designed to help you identify and grow your existing skills, and build the confidence to find meaningful employment in your local area.

Our experienced Facilitators will provide you with an individualised experience that focuses on articulating transferable skills and increasing your digital literacy for job searching and the workplace.

## What support is available?



### Tailored career assistance

You may not realise it, but you already have a range of skills and experience that employers are looking for. Through interactive, small group sessions we'll help you to identify these skills, then assist you to connect with local employment opportunities that appeal to you.



### Practical digital skills

Computers, tablets and phones are now being used every day to search and apply for job vacancies, and are regularly used in many workplaces. Throughout the course you will get the hands on experience you need to build your skills and confidence in the use of everyday digital devices and programs, such as Microsoft Office.

## Congratulations on being referred to CTA

We are excited to help you achieve your career and personal goals. Let's get started.

### 1 Career pathway assessment

We will contact you to book your first appointment. During this meeting, you will meet with one of our experienced Facilitators who will conduct a personal assessment of your employment goals and other aspirations. We will also chat about your skills, including computer and digital skills, training needs and any barriers to achieving your goals.

At this meeting, we will work together to:

- identify your strengths and employment goals
- improve your resume
- complete your Career Pathway Assessment
- set you up with an email address



#### WHAT DO YOU NEED TO BRING?

- Photo ID
- Your MyGov login details
- Your resume
- Details of any qualifications, past experience and skills

### 2 Accelerate your skills

In this section of the program you will have the opportunity to participate in up to 8 weeks of training and coaching sessions, tailored to your needs identified in your Career Pathway Assessment. Delivered via a combination of small group sessions and take-home work, you will have the chance to:

- explore and understand local job and training opportunities
- complete a stand-out online job application
- meet local employers and learn about their expectations

At the end of this section of the program you will have:

- a professional resume and cover letter suited to your job search
- increased digital skills, including using email and Microsoft Word
- enhanced interview and communication skills that will help you during your job search and future employment
- a new network of contacts, including employers and peers

### 3 Your future

Take a moment to reflect on what you have learned. In the next few days your Facilitator will meet with you and your Employment Consultant to discuss and celebrate your achievements so far. We'll also chat about your next steps for pursuing employment and other opportunities.

Over the next three months, you will also receive two future support contacts from your Facilitator to keep you on track with your goals and support you to achieve the best results.