

STILL FIT FOR WORK

The Career Transition Assistance program is designed to help mature-age job seekers to build their confidence and skills to become more competitive in their local labour market.

**PART TIME
8 WEEK
PROGRAM**



CAREER TRANSITION ASSISTANCE (CTA)

CTA is for people aged 45 years and older to increase their job readiness by identifying their transferable skills and better targeting their job search to local industries and available jobs.

CTA will give job seekers a better understanding of available job opportunities in their local area and support them to tailor applications based on their skills and experience. This program provides practical assistance to develop technology and digital skills to build their confidence to use different types of technology, such as smartphones, apps, social media and desktop computers, to aid in applying for jobs online.

WHO IS ELIGIBLE?

To participate in CTA, you must be aged 45 years or over, and be registered with a jobactive provider.

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 seminars together with individual support & mentoring.

HOW CTA HELP ME?

CTA 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 resume and cover letter for the different jobs you want to apply for
- ✔ Be able to apply for jobs on-line
- ✔ Follow up job applications appropriately

**CALL JESSICA BARTLETT TODAY ON:
0402 829 816**

JESSICA.BARTLETT@FORESITETRAINING.COM.AU



Call us on: 1300 366 015



Email : enquiries@foresitetraining.com.au



Web: www.foresitetraining.com.au



WHAT CAN I EXPECT?

Our Career Transition Program Manager will be in contact with you before starting the course so that they we get to know you and understand your needs. You will then complete an assessment to ensure the course is tailored to best support you.

Will give you details about the days and times you need to attend the program. CTA will generally take 8 weeks to complete.

At the end of the course, you 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.

WHAT IS INCLUDED?

- ✔ Working as a team
- ✔ Job application techniques
- ✔ Practice interviews
- ✔ Working safely
- ✔ Pathways for re-skilling
- ✔ Analysing the local job market
- ✔ Using online tools
- ✔ Using IT at work
- ✔ Using a myGov account
- ✔ Career/pathway plan
- ✔ Motivation and setting goals
- ✔ Building confidence
- ✔ Prioritising personal goals
- ✔ Using technology and software
- ✔ Using MS Word
- ✔ Generating and amending files

Register now at www.foresitetraining.com.au/cta or call us on 1300 366 015 for more information



OUR TRAINING LOCATION

HALLAM

5-11 DAVID LEE ROAD
HALLAM VIC 3803
AUSTRALIA



CONTACT US

CALL JESSICA ON: 0402 829 816
EMAIL US: jessica.bartlett@foresitetraining.com.au
WEB: www.foresitetraining.com.au