

## Workforce Australia – Career Transition Assistance

### Information for Participants

The Career Transition Assistance program is designed to help people 45 years and over to build their skills and confidence to re-enter the workforce or change career.

Career Transition Assistance is a free course funded by the Australian Government.

### Am I eligible?

You are eligible if you are 45 years and over with a myGov Account or participating in one of the following services:

- Workforce Australia Services
- Workforce Australia Online
- Disability Employment Services

You do not need to be receiving income support payments to participate in Career Transition Assistance.

### How can the Career Transition Assistance program help me?

Career Transition Assistance will provide you with practical support to:

- build your skills and confidence to use every-day technologies such as computers, tablets and smart phones.
- improve your skills to apply for jobs online, and to use simple technology found in different workplaces.
- 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 job applications to apply for a range of different jobs.
- follow up job applications appropriately.



At the end of the program, your Career Transition Assistance provider will work with you to develop 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 can I expect?

You will meet with your Career Transition Assistance provider before starting the program. They will get to know you to understand your needs and assess your ability to use a range of different technologies, so they can tailor the program to best support you.

Career Transition Assistance will take up to eight weeks to complete. Your Career Transition Assistance provider will give you details about the days and times you need to attend the program. Your provider will let you know the attendance options available to you.

## What is the points value of Career Transition Assistance?

When you undertake a Career Transition Assistance course you can earn 15 points per week towards your Points Based Activation System points target.

## How to register

How you register for Career Transition Assistance depends on your circumstances:

- If you are a Workforce Australia Online participant, you can self-refer to a course through your Workforce Australia Online account or by contacting the department's Digital Services Contact Centre on 1800 314 677.
- If you are registered with an employment services provider, they can refer you to a course.
- If you are not registered with an employment service but would like to know more about what Career Transition Assistance can offer, you can visit or contact your local Career Transition Assistance provider. You can locate your nearest provider by visiting <https://www.workforceaustralia.gov.au/individuals/coaching/providers/search>

Alternatively, you can contact the Digital Services Contact Centre on 1800 314 677 to help you find a suitable Career Transition Assistance provider and details of available courses.

## Do you need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450<sup>1</sup> and ask for the National Customer Service Line (NCSL) on 1800 805 260 (free call from land lines).

If you are deaf, or have a hearing or speech impairment, you can use the National Relay Service. For more information, visit [Accesshub](#)<sup>2</sup>

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<sup>1</sup> Note that call charges apply for calls to '13' numbers from mobile phones.

<sup>2</sup> <http://www.relayservice.gov.au>