

# Information for participants

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

## Who is eligible?

To participate in Career Transition Assistance (CTA), you must be aged 45 years or over, and registered with a jobactive provider (regardless of whether you are in receipt of income support or not).

## What does CTA offer?

CTA will help you to make the most of your skills and experience to apply for jobs in your area. You will also have the opportunity to learn new skills, alongside other mature-age job seekers.

Your CTA provider is an experienced trainer/facilitator. They will help you to identify how to transfer your skills to different industries, increase your job readiness, help target your job search to local industries and support you to increase your motivation and resilience to continue looking for work.

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

CTA 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
- apply for jobs online
- follow up job applications appropriately

At the end of the program, your CTA Provider will 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 CTA 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.

CTA will take up to eight weeks to complete. Your CTA provider will give you details about the days and times you need to attend the program.

## Who do I contact if I'm interested in doing CTA?

If you would like to participate in CTA, talk to your jobactive provider. If you are not currently registered with jobactive, you can find a local provider at the [jobactive Find a Provider page](#)<sup>1</sup>.

You can also contact a CTA provider directly to find out more. Choose a [CTA provider](#)<sup>2</sup> from a list of providers in your region.

## Want more information?

- Go to [Career Transition Assistance](#)<sup>3</sup>
- Call the Employment Services Information Line on 13 62 68\*

## Do you need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450\* and ask for the Employment Services Information Line on 13 62 68\*.

If you are deaf, or have a hearing or speech impairment, you can use the National Relay Service. For more information, visit [Accesshub](#)<sup>4</sup>.

\* Note that call charges apply for calls to '13' numbers from mobile phones.

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<sup>1</sup> <https://jobsearch.gov.au/serviceproviders>

<sup>2</sup> <https://jobsearch.gov.au/service-providers/search/career-transition-assistance>

<sup>3</sup> <https://www.employment.gov.au/cta>

<sup>4</sup> <http://www.relayservice.gov.au>