

Career Transition Assistance

SERVICE DELIVERY PLAN



Career Transition Assistance (CTA) is an Australian Government initiative to support people 45 years and older to find a job. CTA helps participants communicate their transferable skills, increase job readiness and target their job search to local industries and available jobs.

Our CTA Service

SYC's CTA service is specifically designed for people over the age of 45 years. The CTA service:

- Is delivered face-to-face
- Focuses on participants' strengths and experience
- Acknowledges individual factors like health and caring responsibilities
- Supports different learning styles, with learning reinforced through discussion and practical activities, one-on-one and in supported group sessions
- Is delivered by our specialist facilitators in a relaxed and supportive learning environment
- Offers flexibility through a rolling schedule of training delivered from easily accessible community spaces across Southern Adelaide
- Provides all IT equipment for use and practice in the learning environment

CTA Course Description

This CTA course is an 8 week program.

We support participants to understand the local labour market, translate their skills to new jobs, and negotiate the application and interview process. We also provide assistance to develop skills to confidently use digital tools and platforms to find and engage in work.

Topics and activities in the program include:

- One on one career guidance
- Assistance and resources to access and understand the local labour market and jobs
- Links to suitable training providers to address development needs
- Volunteering opportunities
- Work experience opportunities to understand new jobs/industries
- Referrals to pre-employment programs with access to training, work placement and jobs
- Assistance to enhance resumes, negotiate the application process and self-marketing

Course Description (continued)

- Site visits and awareness sessions to explore different occupations and industries
- Links to employers suitable to employment goals
- Access to job clubs
- Getting online and using general search tools
- Navigating smart phones and tablets
- Setting up email and job search accounts
- Accessing and using key website and resources
- Basic desktop publishing
- Applying for jobs on-line

Training is tailored for each participant and their digital literacy level. Desktop or laptop computers, tablets and smart phones are available at training sites for all participants.

Preparing the Career Pathway Plan and Ongoing Support

A Career Pathway Plan will be developed with each participant. This provides participants and their jobactive providers, with clear steps to pursue their employment goals.

Participants are provided with support for three months post completion of the core CTA service through group follow-up sessions and a warm handover discussing participants next steps with their ongoing support provider.

Working with jobactive Providers

SYC works with jobactive providers to assist participants to identify and achieve their goals. Facilitators communicate regularly with a participant's jobactive provider, including a 'handover' meeting involving all parties to discuss the next steps in the participant's Career Pathway Plan.

Connecting Participants with Employers

SYC's long established presence in Adelaide's South and extensive network means we can assist participants to choose a career path and connect with their local support network, employers and local industry to help achieve their goals.

Accessible Services

CTA is an inclusive program which is accessible to people with disability, First Nations peoples and those from Culturally and Linguistically Diverse backgrounds. Interpreters can be arranged if needed.

Locations

SYC delivers CTA across Southern Adelaide, Murray Bridge and Mount Gambier.

About Us

SYC provides services that foster wellbeing, independence and opportunity for all Australians.

Each year we support more than 7,000 mature age people to transition into a new job and achieve their employment goals.

Contact us to find out more and get involved by calling **08 8405 8500** or emailing cta@syc.net.au