

“Let’s  
make  
things  
happen!”

Delivering 

## Career Transition Assistance for mature aged jobseekers

### About The Personnel Group

We are a not-for-profit organisation who is passionate about helping people find a job where they will flourish and thrive. For over 33 years, we have delivered disability employment services, making us one of the longest serving disability employment service in regional Australia.

More recently, we have expanded our service programs to Transition to Work (TtW), ParentsNext and now Career Transition Assistance program.

Our organisation’s long-term success and sound reputation is based on what we promise for our clients – Right fit: Right people, right job, right time, with the right employer.



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### Career Transition Assistance

Career Transition Assistance (CTA) is a new initiative available to over 45s currently registered with a jobactive provider, designed to build pre-employment skills, including digital literacy. The program will provide mature aged job seekers with increased and enhanced knowledge and skills to gain a competitive edge in the job market.

CTA is a voluntary program, and any eligible jobseeker can chose to participate.

### Who is Eligible?

-  All jobseekers aged 45 years and over registered with a jobactive provider.
-  Jobseekers in all streams of jobactive are eligible including those not in receipt of an Income Support Payment.



### Where is it available?

The Personnel Group will be delivering the CTA program in the following areas with our first CTA programs commencing on July 8.

As the program will be delivered in a rolling sequence, participants can join the program at any time.

#### NSW

Lavington, Griffith, Goulburn, Nowra, Shellharbour and Wagga

#### VIC

Bendigo and Shepparton

#### ACT

Belconnen



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### What does CTA involve?

CTA is an 8 module training program conducted over 8 weeks, approximately 10 hours per week. The training will be face-to-face in a group setting.

During the 8-week intensive program participants will:

- 📍 Develop career goals aligned with life experience and skills
- 📍 Practice and enhance their job interview skills
- 📍 Learn to identify and articulate their transferable skills
- 📍 Learn to navigate the modern job application process
- 📍 Enhance digital literacy skills required for the modern workplace
- 📍 Learn how to construct a customised digital professional profile, resume and cover letter
- 📍 Undertake accredited first aid training
- 📍 Receive a comprehensive career pathway plan tailored to each individual

Upon completion, jobseekers will be armed with skills that will immediately assist them in their job search and transition into meaningful employment, supported by a tailored Career Pathway Plan.

If you would like more information about our CTA program or would like to refer a jobseeker, please contact our CTA Coordinator on:

**p.** 1300 874 000

**e.** [cta@personnelgroup.com.au](mailto:cta@personnelgroup.com.au)

Want more info?  
**Contact us  
to get  
involved.**