



Australian Government

career *guide*



experience⁺
employment • opportunity • growth

Acknowledgements

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Thank you to Judith Leeson AM for her input and for sharing her career development expertise. Judith Leeson has a Graduate Certificate in Career Development and qualifications in Early Childhood Education, and Disability. For the past twenty years she has been helping mature age people to manage their career development and career satisfaction. Recently recruited to the Australian Public Service, Judith continues to make a valued contribution to the workforce and the community.

Content has been sourced from myfuture.edu.au, a joint initiative of the Australian, state and territory governments. myfuture is managed by Education Services Australia: www.esa.edu.au. myfuture is Australia's national career information and exploration service, helping people to make career decisions, plan career pathways and manage work transitions.





Planning for a satisfying future

what is a career?

What is a career?

Your career represents your paid and unpaid work as well as your learning and development throughout life. The good news is help is available when you need it.

Planning for the future

You may wish to find a role in the workforce that uses your skills, interests, experience and talents. You may be looking ahead toward your retirement. Or you may be ready to leave behind some of the more physically demanding tasks you have performed in the past.

Whatever the reason, career advice can help you make informed decisions to help achieve your work goals.

Free, professional and friendly advice

To re-energise your career you can book a phone appointment with a professional Career Adviser.

Career Advisers offer career planning that can help:

- identify the skills you wish to use and develop
- explore career options
- develop a personal plan, tailored to your circumstances.

Résumé appraisal to help:

- develop your résumé as an effective marketing tool.

Career Advice can help you become more confident, realistic, optimistic and motivated to achieve your goals.

This is a free service, available Monday to Friday, from 8am to 6pm.

Call **13 17 64** to make an appointment or visit the *Experience+* website at www.deewr.gov.au/experienceplus.

Preparing to speak with your Career Adviser

To make sure your conversation with a Career Adviser is focused and relevant:

Take time to reflect

Reflect on your past experiences including those as a family member, worker, volunteer, or at home. List your achievements and skills. Identify your strengths—the things you do effortlessly, with a sense of pride and mastery. Include things that may not be in your current job description, like helping others or making sure things flow smoothly.

Visit www.myfuture.edu.au and do some of the activities in My Guide. My Guide is a personalised career exploration service that allows you to record your interests, skills and experience, and develop a career profile. My Guide includes My Career Plan which helps you to set career goals. You can email this to the Career Adviser ahead of your session.

Be organised about looking for a job. Track your progress as you go. Your attitude will affect your job search success.

Prepare for success

Be organised about looking for a job. Work out a strategy. Track your progress as you go. Your attitude will affect your job search success.

- Keep your life balanced.
- Take time to dream about the future.
- Give yourself something to look forward to.
- Do something daily towards getting a job.
- Be flexible. The world of work is changing so if you are flexible, you will be more successful.
- Be prepared for rejection. It is part of the process. Don't take it personally and never give up.

Explore your options

Knowing what is available can open up exciting new opportunities.

- Visit a Centrelink Career Information Centre, phone **13 17 64** for locations or visit www.Centrelink.gov.au.
- Get a copy of the Job Guide. The Job Guide is a free online resource at www.jobguide.deewr.gov.au.



Knowing what's available can open up exciting new opportunities.

Job Guide contains information on over 500 occupations including education and training requirements for each occupation. Hard copies of Job Guide are available to buy at newsagents or bookshops, or through the publisher, Hobsons, on their toll free number **1800 682 133**.

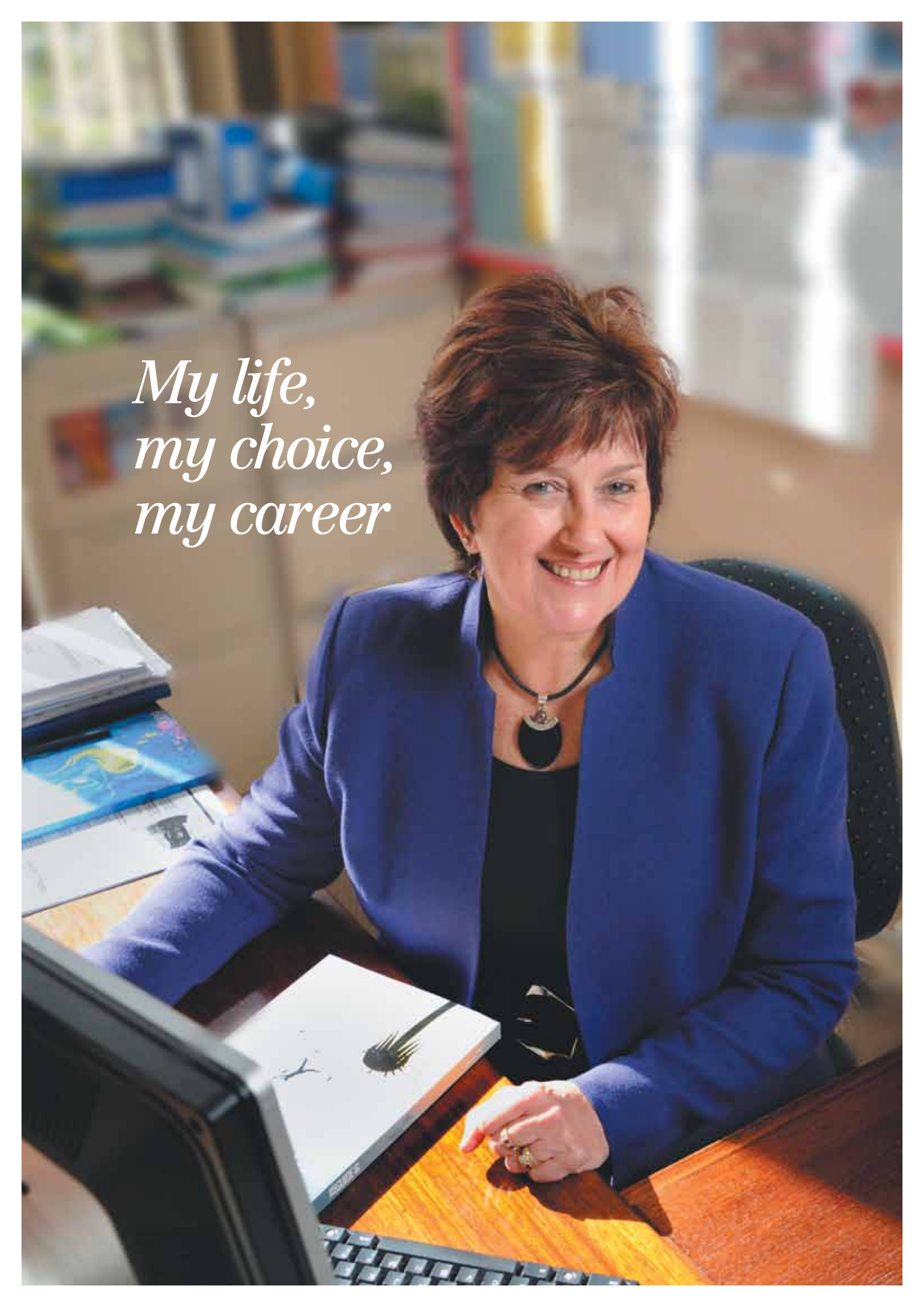
- To find out about weekly earnings and employment prospects go to the Job Outlook website at www.joboutlook.gov.au.
- To find out where skills are in demand go to the Skills Info website at www.skillsinfo.gov.au.

If you are not an experienced internet user, you'll find help at your local library, community centre or Job Services Australia office.

Market yourself with confidence

Employers need to know the experience you bring to their business. Your résumé is your marketing tool. If you don't have a résumé and you are not working full-time, you may be eligible for help to develop one through Job Services Australia. Or you can use the instructions on the myfuture website to create a résumé.

Once you have developed a résumé, you can email it to a Career Adviser for help to improve it.

A woman with short brown hair, wearing a blue blazer over a black top and a necklace with a large black pendant, is sitting at a wooden desk. She is smiling warmly at the camera. In front of her is a computer monitor and a keyboard. On the desk, there is a white box with a black and white illustration of a bird. To her left, there are some papers and a blue folder. The background is a blurred office or library setting with bookshelves.

*My life,
my choice,
my career*

Developing your skills and knowledge

Career Advisers can help you select training to suit your learning style, budget and confidence. You'll be amazed at what you can achieve.

Short courses

Short courses are a great way to explore your interests and develop new skills in an informal setting with like-minded adults. If you haven't studied in a while, a short course can help you get back into the routine or gain confidence.

You can receive a Statement of Attendance or Statement of Attainment—while not a formal qualification, list this on your résumé if it is relevant to the role.

Short courses are run through Adult Community Education at TAFE, universities, the Workers Education Association, community centres and other training organisations. Topics include: computing, aged care, business, professional development, occupational health and safety, project management, retail, hospitality, and study skills. Look at the Adult and Community Education section of The Facts on the myfuture website.

Nationally accredited training

Nationally accredited training meets the requirements of the Australian Quality Training Framework.

The Australian Quality Training Framework is the national set of standards which assures nationally consistent services for the clients of Australia's vocational education and training system.

Successful completion of an accredited training course results in a formally recognised Certificate I to Diploma level qualification. Nationally accredited training courses have been developed to meet the needs of employers and industry, so employers often look for relevant courses on your résumé.

Look under The Facts on the myfuture website to search for accredited training courses.

Productivity Places Program

The Productivity Places Program provides training in areas of skills shortage. If you are a job seeker, you can contact your Job Services Australia provider to discuss your eligibility for job seeker training places being delivered via the state and territory governments. If you do not have a Job Services Australia provider, contact Centrelink on **13 28 50**.

Experience+ Training

If you are 55 years or over and work with apprentices or trainees, your employer may be able to access \$4590 (includes GST) for training to increase your capacity to provide supervisory or mentoring support. Call **13 17 64** or visit the Experience+ website.

did *you know?*

*No matter what your age,
an Australian Apprenticeship
is a great way to find the
career you always wanted.*



Adult apprenticeships and traineeships

No matter what your age, an Australian Apprenticeship is a great way to find the career you always wanted. Australian Apprenticeships combine time at work with training and can be full-time or part-time to give you a nationally recognised qualification and the experience you need to get the job you want. Australian Apprenticeships are available to anyone of working age regardless of your level of education.

Australian Apprenticeships are available in more than 500 occupations across Australia.

And if you are aged 25 years or over, you or your employer may be eligible for financial support during the first two years of your Australian Apprenticeship. Find out more by contacting your local Job Services Australia provider, Group Training Organisation, Australian Apprenticeship Centre or go to www.australianapprenticeships.gov.au.

Higher education

You might like to explore a higher education award, such as an undergraduate degree, graduate diploma or graduate certificate.

The Going to uni website www.goingtouni.gov.au provides practical and useful information about going to university. Search the Course Finder for courses offered by universities and other institutions and find out about tuition costs, loans, scholarships and student resources.

If you haven't studied in a while, or are unsure if you have the right entry-level skills, universities usually offer pathways into further education, including bridging courses.

Recognition of Prior Learning

You may not need to do the whole training course if you have skills gained in previous work or study. Before enrolling in a training course, ask the provider if you are eligible for Recognition of Prior Learning. You may be pleasantly surprised.

It's never too late

Help is available for people of all ages who need to develop their literacy, language and numeracy skills.

The Reading Writing Hotline

Call **1300 655 506** to talk to a consultant about your reading, writing, spelling or maths needs and they can give you details about classes in your area, or through distance delivery.

Language, Literacy and Numeracy Program

If you are registered as a job seeker with Centrelink, you may be eligible for the Language, Literacy and Numeracy Program. This program provides up to 800 hours of free training to help you with English language skills or reading, writing and numeracy skills. Contact your local Centrelink Office on **13 28 50**.

Adult Migrant English Program

The Adult Migrant English Program provides English lessons to eligible adult migrants. The program is free for most eligible adult migrants. Call **131 881** for more information.

Find a job through Job Services Australia

The Australian Government provides employment services to people who are looking for work. If you are receiving income support, you will be referred to a provider through Centrelink.

Job Services Australia is available to all job seekers entitled to work in Australia, including those who are not receiving income support. If you are not working or studying full-time, as a minimum, your provider will help you prepare a résumé, provide information and advice on employment opportunities and training available through government-funded programs. Visit your nearest Centrelink Customer Service Centre or call **13 28 50**.

If you are aged 55 years or over and you want to move from a physically demanding construction or manufacturing job to a less physically demanding role, Job Transition Support can help.

Job Transition Support is delivered through Job Services Australia and is available to eligible people living or working in a Priority Employment Area. To find out more call 13 17 64.

Find a job through a private recruitment firm

Recruitment agencies assist employers by helping to select and shortlist candidates for them. Labour hire agencies (also referred to as on-hired or temp agencies) employ you directly then refer you to an employer for a short assignment. Temporary jobs are a great way to build your skills in a range of employment settings.

The Experience+ website lists agencies that specialise in supporting mature age job seekers. Be proactive, register with more than one agency. Alternatively use the Yellow Pages, newspaper or visit websites to identify a few agencies that recruit in your particular line of work.

Tap into the hidden job market

The majority of job vacancies are not advertised. Here are ways to tap into the hidden job market.

Networking means using the networks of people you know or previously worked with to help find a job.

Cold canvassing may seem intimidating but it really isn't hard. Make a list of organisations that might have job openings. Contact these organisations to find out how they recruit and if there is a vacancy. Offer to send your résumé.

Door knocking is visiting potential employers to get an interview with them. Tell them briefly about yourself and leave a copy of your résumé. One page résumés work better. Door knocking is almost mandatory in hospitality and retail.

Information interviews are a way of finding out about an industry and networking with employers. Contact potential employers to see if they will talk to you about the opportunities in their industry, the skills required, and the methods they use to recruit. Take along copies of your résumé.

Job lead sheets

The myfuture website provides templates to help you keep track of who you approach as you tap into the hidden job market. Go to The Facts and Get That Job - adults.

Apply for advertised vacancies

Vacancies may be advertised in newspapers, in shop windows, or the internet.

The myfuture website has tips on applying for advertised vacancies, including preparing a cover letter.

Applying for government jobs

To apply for state or territory government jobs, visit the website of your local state or territory government. Employment opportunities with the Australian Government are advertised at www.apsjobs.gov.au. Cracking the code: How to apply for jobs in the Australian Public Service is available at www.apsc.gov.au and can help you apply for government positions.

Australian JobSearch and other jobs boards

Australian Job Search www.jobsearch.gov.au is Australia's largest free online jobs website. It is delivered by the Australian Government. You'll find more jobs boards including those dedicated to mature age job seekers, at www.deewr.gov.au/experienceplus.

Create your own business

Eligible mature age job seekers interested in starting and running a small business may be able to access assistance through the New Enterprise Incentive Scheme. The Scheme helps you to access accredited small business training, business advice and mentoring, as well as ongoing income support for up to 52 weeks. You can contact your local Job Services Australia provider to discuss whether the Scheme is right for you.

Business.gov.au offers simple and convenient access to government information and services.

Business Enterprise Centres provide business start up advice, mentoring, seminars, business plan assistance and training. Most centres offer an initial interview at no or low cost. Visit www.becaustalia.org.au.

Would you like a small business mentor? Golden Gurus are experienced volunteers who provide mentoring support for small business owners. Phone 1300 650 925 or visit www.deewr.gov.au/goldengurus.

1 Business.gov.au

The Australian Government's one-stop shop for business information and resources.

2 Search by topic

Staffing, taxation, insurance, intellectual property, registration, licences, and more.

3 Search by business stage

Guides on starting, growing or exiting a business.

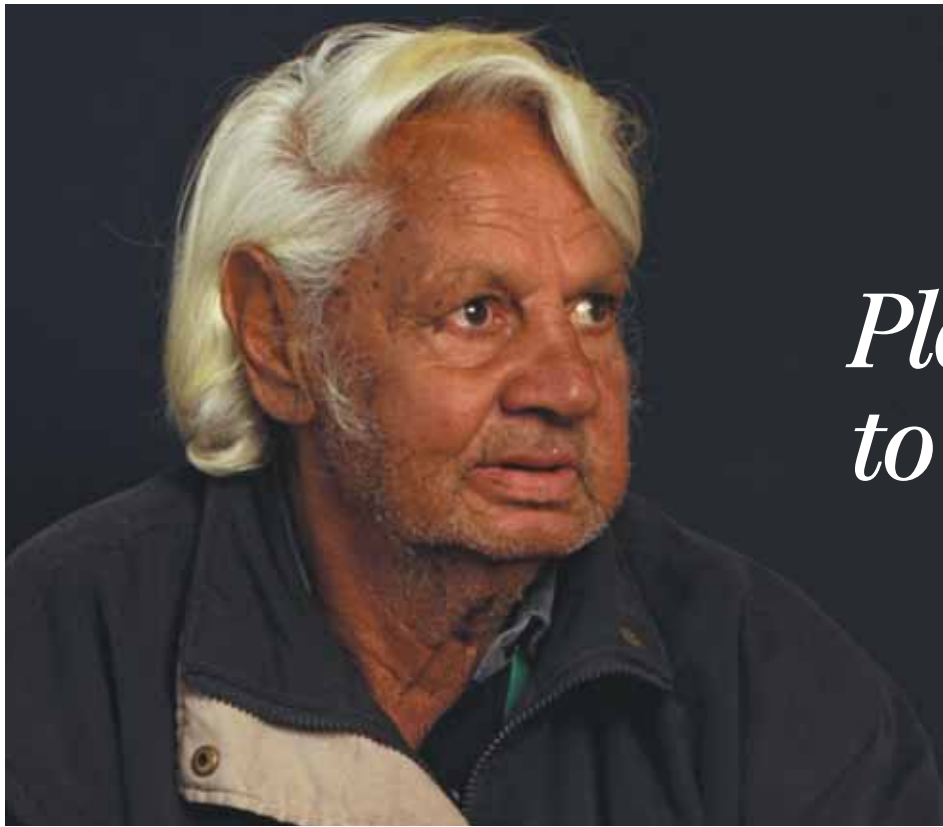
4 Popular resources

Events Calendar, Grant Finder, guides, plans and templates. Connect with government, business and industry using the directory.

5 Keep in touch with news and developments

Subscribe to the RSS feed, Twitter and email updates. Create and update business.gov.au content on your website using our free syndication service.

The screenshot shows the business.gov.au website interface. Callout 1 points to the 'business.gov.au' logo and tagline. Callout 2 points to the 'Business home' navigation menu. Callout 3 points to the 'Thinking of starting a business' section, which includes a list of links like 'Thinking of starting a business guide' and 'More how-to guides'. Callout 4 points to the 'Popular resources' sidebar, listing items like 'Business checklists', 'Business templates', and 'Events calendar'. Callout 5 points to the 'Keep in touch' sidebar, listing 'RSS feed', 'Follow us on twitter', and 'Email updates'. The main content area features a 'Welcome to business.gov.au' message, a 'something for every business' banner, and a table of contents for 'Thinking of starting a business', 'Starting a business', and 'Growing a business'. The bottom of the page has a 'News and features' section with links to 'Business toolkit for Indigenous women', 'BeyondBlue National Workplace Program', 'Consultation invited on business name registration changes', and 'Budget 2010-11'.



Planning to succeed

Extra support for people with health conditions, injury or disability

If you have a health condition, injury or disability there are services to help you find a job. Call **1800 464 800** or go to www.jobaccess.gov.au for information about:

Disability Employment Services

Disability Employment Services gives eligible people with disability immediate access to services to help them get and keep a job—including training and work experience opportunities. Disability Employment Services also provides ongoing support in the workplace for as long as necessary.

On-the-job Support

If you have a health condition, injury or disability that is placing your job at risk, you may be able to access tailored face-to-face support to help you keep your job. For people aged 55 years and over this includes training to support job retention.

Workplace assessment and adjustments

The Employment Assistance Fund helps people with health conditions, injury or disability by providing financial help for work-related equipment, modifications and services. Assistance is available for people who are about to start a job or who are currently working, as well as those who need help to find and prepare for work.

Financial matters

Want to learn more about financial planning?

Centrelink Financial Information Service is a free and independent service available to anyone. You can book into a Financial Information Service seminar or you can make an appointment for an interview with a Financial Information Service Officer.

Phone **13 23 00** for more information.

For other services that provide financial assistance, visit www.deewr.gov.au/experienceplus.

myfuture

Want to make the most of Career Advice?

Call the Career Advice Line 13 17 64 or visit www.myfuture.edu.au for more career information.

Want to find out more about jobs you are interested in?

- Click on The Facts and select Occupations
- Search or browse to find occupations and learn more by reading a fact sheet or watching a video.

Interested in training?

- Click on The Facts and select Courses and Programs
- Search from over 18 000 courses
- Write down or print course details
- Discuss options with your Career Adviser.

Want to gain recognition for your skills and experience?

- You might be eligible for Recognition of Prior Learning
- Click on The Facts and Education and Training Providers to find a Registered Training Organisation
- Make some enquiries.

1 My Guide

2 The Facts

3 Create a career profile

Need to update your résumé?

- Click on The Facts and read Get that Job for hints and tips on creating your résumé
- Email your new résumé to your Career Adviser for a free appraisal.

Ready to change your job?

- Click on The Facts and Visit Get That Job for tips including an audio cast.

Need some career ideas?

- Create a free account in My Guide and create your own career profile
- Try the interest activity to identify the skills, subjects and occupations you like
- Record your education and training achievements
- Explore career ideas
- Email your Career Profile Summary to your Career Adviser.

The screenshot shows the myfuture homepage. At the top, there is a navigation bar with tabs for 'home', 'my guide', 'the facts', 'assist others', 'events', 'search', 'help', and 'contact us'. The main content area features a large heading 'Wondering what to do in the future?' and a sub-heading 'myfuture is Australia's career information & exploration service.' Below this, there are three main sections: 'My Guide' (with a '1' in a green circle), 'The Facts' (with a '2' in a green circle), and 'Assist Others'. Each section has a brief description and a 'View' button. At the bottom, there is a 'Have You Seen?' section with 'myfuture News' and 'Resources'.

The screenshot shows the 'My Guide' page. The navigation bar is the same as the homepage. The main content area is titled 'My Guide' and has a sub-heading 'My Guide Home'. Below this, there is a list of sections: 'My Guide Home', 'Getting Started', 'My Profile', 'Explore Career Ideas', 'Help Me Decide', and 'My Career Plan'. Each section has a 'GO' button. A '3' in a green circle is placed over the 'My Profile' button. On the left side, there is a sidebar menu with a 'My Guide Home' section and a 'Help' button. Below the sidebar, there is a form with fields for 'TestFirstName', 'TestLastName', 'Last Night', 'TestEmail', 'TestPhone', 'TestAddress', and 'TestCity'.

Find a job using Australian JobSearch

Visit www.jobsearch.gov.au

JobSearch helps mature age job seekers find work. Register for free on JobSearch and:

- Access your own secure Personal Page, where you can manage your Job Match Profile, account settings and view any employer messages
- Upload up to three résumés, or create a résumé using our résumé builder
- Perform an instant personalised job list based on your Job Match Profile.

For help using JobSearch, call the Job Seeker Hotline 13 62 68.

Find out where your skills are in demand

Visit www.skillsinfo.gov.au

SkillsInfo is an online resource with information on the Vacancy Report, education and training, skill shortages, workforce ageing and ICT skills.

SkillsInfo also has comprehensive and forward-looking data on industry employment, skills-related information and links to industries and regions.

Skills issues and links

SkillsInfo helps to answer questions on skills, such as:

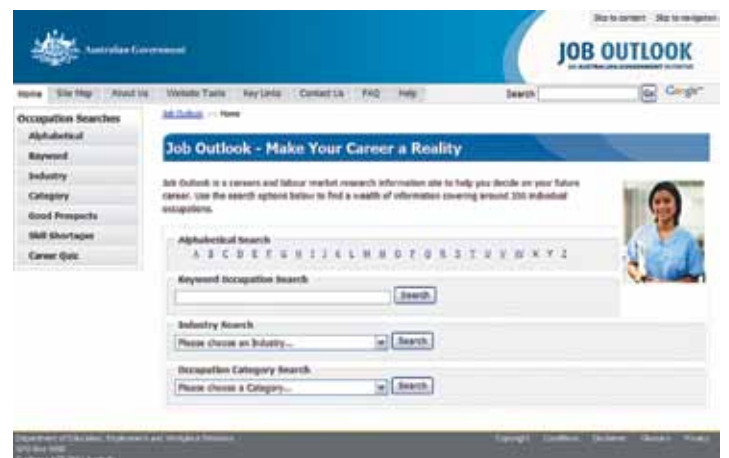
- What is a 'skill shortage'?
- What are the latest labour force figures?
- How can I find out about industries and occupations in Australia?

Want to know about weekly earnings and employment prospects for over 350 occupations?

Visit www.joboutlook.gov.au

Job Outlook is an online resource containing information on the characteristics, trends and job prospects for around 350 occupations.

Job Outlook data can provide you with the information you need to make life changing decisions in relation to your career. If you are advising other people on their career direction you will benefit from the up-to-date data in Job Outlook.



Volunteering
is a great way
to exercise
your skills,
develop new
skills and to
remain socially
connected.

Contributing through unpaid work

After considering your options, you may still choose to retire from paid work or transition to part-time or more flexible working arrangements.

Golden Gurus

If you are aged 50 years or over, you could become a Golden Guru. Golden Gurus share their skills and experience to support small business owners or community organisations. Call **1300 650 925** or visit www.deewr.gov.au/goldengurus.

Volunteering

Volunteering is a great way to exercise your skills, develop new skills and to remain socially connected. You can find volunteering opportunities through GoVolunteer www.govolunteer.com.au. Or you can contact your nearest Volunteer Centre or Volunteer Resource Centre to find a suitable role.

Start your journey

Australia needs to draw on the skills, energy and commitment of its mature age workers and job seekers so that our nation remains strong. You have a valued contribution to make and there is support available to help you plan for your future.

Call 13 17 64 to start your journey today.

