

Workforce Australia

Employment Services

Career Transition Assistance (CTA)

Career Transition Assistance, what is it?

Are you seeking employment? Are you looking to build your skills and confidence? Let Maxima help you to become more competitive in your local labour market.

Career Transition Assistance (CTA) is a program designed to help mature age jobseekers aged 45 years and over, providing practical assistance to increase employability and competitiveness in the local job market.

CTA is a FREE course funded by the Australian Government for eligible participants. Workforce Australia CTA program delivered by Maxima, will enable you to successfully engage, build, consolidate and practice, with all 4 steps crucial to maximise your learning journey, moving you closer to employment.

CTA courses are generally delivered in-person face-to-face and scheduled using a standard block style of training for 75 hours over a period of up to 8 weeks. Before commencement in the course, we will give you details about the days and times you will need to attend.

About you

Participants aged 45 years and over are eligible for CTA if they have not already completed a CTA course, and are participating in one of the following employment services:

- » Workforce Australia Services, **or**
- » Workforce Australia Services Online (including Online Base Service Participants and Online Full Service Participants), **or**
- » Disability Employment Services (DES, **or**
- » Participants do not have to be in receipt of income support to be eligible for CTA

NOTE: Participants aged 45 years and over are eligible for CTA regardless of whether you are in receipt of income support or not.

To register your interest or for more info about the **Workforce Australia CTA Program delivered by Maxima**, scan the QR code or contact **1300 629 462**



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Maxima's Approach - what you can expect?

Before commencing in CTA, you will undertake a comprehensive initial meeting where your Facilitator will complete a personal, in-depth Career Pathway Assessment which will help us get to know you and to understand your needs, so we can tailor the CTA program to best support you. This knowledge will help us to develop a Career Pathway Plan which will outline the steps you will undertake to pursue employment and/or training opportunities based on your goals, transferrable skills, and the local labour market.

Workforce Australia CTA program delivered by Maxima will:

Provide you with practical support to build your skills and confidence

Be delivered face-to-face (generally), featuring interactive and collaborative group and individual activities (including complementary content via Maxima's web-based Learning Management System)

Encourage group sharing of expertise, knowledge and experience

Support you to understand and develop goals and motivations

Improve and tailor resumes, navigate job application processes, practice and enhance interview skills and truly understand local job opportunities

Facilitate experience in different industries

Enable you to develop a portfolio of transferable credentials, knowledge and attitudes portable across jobs and sectors

Focus on practical application of learning

Be delivered with a flexible approach, adjusting to your learning needs

Be relevant, targeted and tailored to your goals and aspirations

Use highly interactive and practical learning methods rather than traditional lecture/school style learning

Be delivered from professional, accessible and well-resourced local training spaces

Use digital technology to connect, keep in touch and increase your digital literacy skills

How to Register

How you register for CTA depends on your circumstances:

If you are a Workforce Australia Online Participant, you can self-refer to a course by completing an online booking form 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 services provider but would like to know more about what CTA can offer you, contact the Digital Services Contact Centre on:

1800 314 677 (free call from land lines) or email **digitalservices@dese.gov.au**

Alternatively, you can contact Maxima direct on:

1300 629 462 or visit **maxima.com.au**

About Maxima

Maxima has been working to connect job seekers and employers for almost 40 years. Our objective is to always deliver quality services which exceed expectation. Our experienced team will work with you to understand your skills, abilities and employment goals and with our employer networks and industry to maximise potential placement opportunities. Our CTA program has a focus on ensuring we meet employer expectations: **we train for employment.**

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