



# Career Transition Assistance

## Mature age workers have a wealth of skills, strengths and life experience.

The CTA course is designed to help you get the most out of your experience and build the skills and confidence you need to be successful in today's labour market. CTA has two elements: Tailored Career Assistance and Functional Digital Literacy. You can complete one or both of these, depending on your individual needs.

### Learning with BRACE can help you:

- ✓ To overcome barriers to employment
- ✓ To get a job
- ✓ To learn new skills
- ✓ Identify qualifications needed to reach your employment goal

### Tailored career assistance features:

- Six weeks (two days per week) of classroom-based learning with a mix of large group, small group and individual activities
- An initial skills assessment to identify your needs and help tailor training
- A first session with a community mentor to support motivation and provide local context
- Accredited first aid training
- Employer visits and guest speakers from local growth industries
- Ongoing support to help you put your Career Pathway Plan into action



## Functional digital literacy features:

- Two weeks (two days per week) of classroom-based learning with up to date technology and equipment
- A focus on the practical applications of technology in today's labour market
- Support with getting online and using general search tools to look for jobs
- Setting up and using email, MyGov and jobactive apps
- Editing and uploading a résumé and selection criteria to online platforms and jobs board
- An opportunity to learn from a 'digital native' Youth Training Assistant

## Who can attend?

The program is available to jobseekers aged 50 or over who are registered with a jobactive provider in the Ballarat Employment Region.

## Get started

Our CTA program has a flexible 'rolling' intake model. Referrals will be accepted on a continuous basis. Talk to your jobactive provider today about starting the CTA program. You can also contact BRACE directly for more information.

## Case study

Debbie\* completed her qualification with BRACE in 2017, and quickly found a job with WellWays providing community support to people with disabilities and mental health issues. Debbie is able to work flexible hours and is thrilled with her new career.

She continues to volunteer at Merrimu, where she completed the practical component of her BRACE qualification and regularly visits BRACE to share her journey with mature age students.

\*Name has been changed



BRACE's accredited trainers will work with a Youth Training Assistant to deliver the digital literacy modules. This will provide participants with the insights and expertise of a

'digital native' and opportunities for an inter-generational skills exchange.



## Enhanced accessibility

BRACE Education Training and Employment Ltd is a not-for-profit organisation with more than 30 years' experience delivering services in the Ballarat Region. We offer a broad range of training courses in modern and convenient settings, providing classroom-based training as well as flexible learning options.

## About us

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## Our locations

- Ballarat:** 204 Windermere Street, Ballarat, VIC 3350
- Daylesford:** Daylesford Neighbourhood Centre, 13 Camp Street, Daylesford VIC 3460  
Beaufort: Beaufort Community Resource Centre, 72 Neil Street, Beaufort VIC 3373
- Ballan:** Ballan and District Community House, 143 Inglis Street, Ballan, VIC 3342
- Avoca:** Avoca Community Resource Centre, 122 High Street, Avoca, VIC 3467
- Maryborough:** Goldfields Community Hub, 48 Burns Street, Maryborough, VIC 3465

The Career Transition Program is funded by the Department of Jobs and Small Business



## Get in touch

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