



# UPCOMING COURSE DATES

## Far West Orana

### Career Transition Assistance (CTA)

**Far West Orana** | Distance course

**Activity ID: 7368303**

#### Distance training

Please use current date as start date in ESS to allow Initial Appointments to be done asap

- Due to lockdowns in NSW, we are offering the CTA Course by distance across Far West Orana.
- Participants will need a laptop and internet
- Regular Group and Individual video-conferences and phone calls will be held to help Participants to complete the course.

**All Face to Face and Hybrid courses below are dependent upon NSW restrictions easing:**

**Broken Hill** | Sureway Building

**Activity ID: 100168987**

**Oct 11<sup>th</sup>– Nov 23<sup>rd</sup> | Face to face training**

9.30am to 4.30pm each day

Please use start Date between Oct 5<sup>th</sup> - 8<sup>th</sup> in ESS to allow Initial Appointments to be done prior to course starting

- Mon Oct 11<sup>th</sup> & Tue Oct 12<sup>th</sup>
- Mon Oct 25<sup>th</sup> & Tue Oct 26<sup>th</sup>
- Mon Nov 8<sup>th</sup> & Tue Nov 9<sup>th</sup>
- Mon Nov 22<sup>nd</sup> & Tue Nov 23<sup>rd</sup>

**Dubbo** | Sureway Building

**Activity ID: 100168975**

**Nov 1<sup>st</sup> – Dec 14<sup>th</sup> | Face to face training**

9.30am to 4.30pm each day

Please use start Date between Oct 25<sup>th</sup> – Oct 29<sup>th</sup> in ESS to allow Initial Appointments to be done prior to course starting

- Mon Nov 1<sup>st</sup> & Tue Nov 2<sup>nd</sup>
- Mon Nov 15<sup>th</sup> & Tue Nov 16<sup>th</sup>
- Mon Nov 29<sup>th</sup> & Tue Nov 30<sup>th</sup>
- Mon Dec 13<sup>th</sup> & Tue Dec 14<sup>th</sup>



# UPCOMING COURSE DATES

## Coonabarabran | Bowling Club

**Activity ID: TBC**

### Oct 26<sup>th</sup> – Dec 8<sup>th</sup> | Combination of Face to face and online

Please use start Date between Oct 18<sup>th</sup>– Oct 22<sup>nd</sup> in ESS to allow Initial Appointments to be done prior to course starting

- Tue Oct 26<sup>th</sup> & Wed Oct 27<sup>th</sup> Classroom session 9.30am to 4.30pm
- Each week from Nov 2<sup>nd</sup> to Dec 2<sup>nd</sup>:
  - Online Group sessions every Tue & Thu from 3.00-4.30pm
  - 1 hour individual session with your trainer each week (online)
  - 4 hours of self-paced online activities.
- Tue Dec 7<sup>th</sup> & Wed Dec 8<sup>th</sup> Classroom session 9.30am to 4.30pm

## Coonamble | Sureway building

**Activity ID: TBC**

### Oct 28<sup>th</sup> – Dec 10<sup>th</sup> | Combination of Face to face and online

Please use start Date between Oct 18<sup>th</sup> – Oct 22<sup>nd</sup> in ESS to allow Initial Appointments to be done prior to course starting

- Thu Oct 28<sup>th</sup> & Fri Oct 29<sup>th</sup> Classroom session 9.30am to 4.30pm
- Each week from Nov 2<sup>nd</sup> to Dec 2<sup>nd</sup>:
  - Online Group sessions every Tue & Thu from 10.00-11.30am
  - 1 hour individual session with your trainer each week (online)
  - 4 hours of self-paced online activities.
- Thu Dec 9<sup>th</sup> & Fri Dec 10<sup>th</sup> Classroom session 9.30am to 4.30pm

## Gilgandra | Services Club

**Activity ID: TBC**

### Nov 4<sup>th</sup> – Dec 17<sup>th</sup> | Combination of Face to face and online

Please use start Date between Oct 25<sup>th</sup> – Oct 29<sup>th</sup> in ESS to allow Initial Appointments to be done prior to course starting

- Thu Nov 4<sup>th</sup> & Fri Nov 5<sup>th</sup> Classroom session 9.30am to 4.30pm
- Each week from Nov 9<sup>th</sup> to Dec 9<sup>th</sup>:
  - Online Group sessions every Tue & Thu from 1.00-2.30pm
  - 1 hour individual session with your trainer each week (online)
  - 4 hours of self-paced online activities.
- Thu Dec 16<sup>th</sup> & Fri Dec 17<sup>th</sup> Classroom session 9.30am to 4.30pm



# UPCOMING COURSE DATES

## What do we learn in CTA?

<p><b>Digital Literacy</b></p>	<ul style="list-style-type: none"> <li>• Using Computers &amp; Tablets</li> <li>• The Internet &amp; Online Applications</li> <li>• Emails (Sending/receiving, attaching, cc function)</li> </ul>
<p><b>Government Accounts Mutual Obligations</b></p>	<ul style="list-style-type: none"> <li>• Using Government Accounts</li> <li>• MyGov, Centrelink, Job Seeker</li> <li>• Linking services to MyGov, exploring dashboard</li> <li>• How to do your job searches online</li> <li>• How to report your earnings to Centrelink</li> <li>• Using Microsoft Products (Word, Excel, Outlook)</li> </ul>
<p><b>Resumes Job Applications</b></p>	<ul style="list-style-type: none"> <li>• Exploring your transferable skills</li> <li>• Building your own Resume &amp; Cover Letter in MS Word</li> <li>• Improving &amp; Tailoring Resumes</li> <li>• How to beat online filters/screeners</li> <li>• Applying for jobs online</li> <li>• SEEK Profile</li> </ul>
<p><b>Confidence</b></p>	<ul style="list-style-type: none"> <li>• Goal Setting and Motivation</li> <li>• Understanding your local job market</li> <li>• Preparing for a modern job interview</li> </ul>