



UPCOMING COURSE DATES

Mid North SA

Career Transition Assistance (CTA)

Port Pirie | Sureway Building

Activity ID: 100167283

Aug 9th – Sep 21st | Face to face training

9.30am to 4.30pm each day

Please use start Date between Aug 2nd – 6th in ESS to allow Initial Appointments to be done prior to course starting

- Mon Aug 9th & Tue Aug 10th
- Mon Aug 23rd & Tue Aug 24th
- Mon Sep 6th & Tue Sep 7th
- Mon Sep 20th & Tue Sep 21st

Aug 12th – Sep 24th | Face to face training

9.30am to 4.30pm each day

Please use start Date between Aug 5th – 10th in ESS to allow Initial Appointments to be done prior to course starting

- Thu Aug 12th & Fri Aug 13th
- Thu Aug 26th & Fri Aug 27th
- Thu Sep 9th & Fri Sep 10th
- Thu Sep 23rd & Fri Sep 24th

Oct 18th – Nov 30th | Face to face training

9.30am to 4.30pm each day

Please use start Date between Oct 11th – 15th in ESS to allow Initial Appointments to be done prior to course starting

- Mon Oct 18th & Tue Oct 19th
- Mon Nov 1st & Tue Nov 2nd
- Mon Nov 15th & Tue Nov 16th
- Mon Nov 29th & Tue Nov 30th



UPCOMING COURSE DATES

Kadina (incl. Ardrossan)

Activity ID: 54878192

Copper Coast Visitor Information Centre, 50 Mines Road, Kadina

August 18th – October 1st | Combination of Face to face and online

Please use start Date between Aug 9th–17th in ESS to allow Initial Appointments to be done prior to course starting

- Wed Aug 18th & Thu Aug 19th Classroom session 9.30am to 4.30pm
- Each week from Aug 24th to Sep 23rd
 - 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.
- Wed Sep 29th & Thu Sep 30th Classroom session 9.30am to 4.30pm

Peterborough (incl. Jamestown)

Activity ID: 86939992

Steamtown Boardroom, Peterborough

Oct 21st– Dec 3rd | Combination of Face to face and online

Please use start Date between Oct 11th–20th in ESS to allow Initial Appointments to be done prior to course starting

- Thu Oct 21st & Fri Oct 22nd Classroom session 9.30am to 4.30pm
- Each week from Oct 25th to Nov 26th
 - 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 2nd & Fri Dec 3rd Classroom session 9.30am to 4.30pm



UPCOMING COURSE DATES

Clare | Natural Resources Northern & York Building *Activity ID: 89228792*

Oct 25th – Dec 7th | Face to face training 9.30am to 4.30pm each day

Please use start Date between Oct 18th-22nd in ESS to allow Initial Appointments to be done prior to course starting

- Mon Oct 25th & Tue Oct 26th
- Mon Nov 8th & Tue Nov 9th
- Mon Nov 22nd & Tue Nov 23rd
- Mon Dec 6th & Tue Dec 7th

Nuriootpa | Sureway Building *Activity ID: 44616392*

Oct 28th – Dec 10th | Face to face training 9.30am to 4.30pm each day

Please use start Date between Oct 18th-26th in ESS to allow Initial Appointments to be done prior to course starting

- Thu Oct 28th & Fri Oct 29th
- Thu Nov 11th & Fri Nov 12th
- Thu Nov 25th & Fri Nov 26th
- Thu Dec 9th & Fri Dec 10th

What do we learn in CTA?

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