



# UPCOMING COURSE DATES

## Far West Orana Career Transition Assistance (CTA) January to June 2022

**Far West Orana** | Online/Hybrid delivery **Activity ID: 100233560**

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**Ongoing** **Online delivery with Face to face as required**

Every Wed, ongoing - 9.30am to 4.30pm each day

[REFERRALS:](#) Please use current date as referral date and Expected to Start date.

**Dubbo** | Face to Face delivery **Activity ID: 100168975**

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**Mar 10 – Apr 22** **Sureway office**

2 days each fortnight (9.30am to 4.30pm each day):

- Thu Mar 10 & Fri Mar 11
- Thu Mar 24 & Fri Mar 25
- Thu Apr 7 & Fri Apr 8
- Thu Apr 21 & Fri Apr 22

[REFERRALS:](#) To be completed in the week of 28 Feb–3 Mar, with Expected Start Date of 3 Mar

**May 5 – Jun 17** **Sureway office**

2 days each fortnight (9.30am to 4.30pm each day):

- Thu May 5 & Fri May 6
- Thu May 19 & Fri May 20
- Thu Jun 2 & Fri Jun 3
- Thu Jun 16 & Fri Jun 17

[REFERRALS:](#) To be completed in the week of 26-29 Apr, with Expected Start Date of 29 Apr

**Narromine** | Face to Face delivery **Activity ID: 42186292**

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**Mar 29 – May 10** **Sureway office**

Every Tue from Mar 29 to May 10 - 9.30am to 4.30pm each day

[REFERRALS:](#) To be completed in the week of 21-25 Mar, with Expected Start Date of 25 Mar

**Wellington** | Face to Face delivery **Activity ID: 13139792**

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**May 17 – Jun 28** **Sureway office**

Every Tue from May 17 to Jun 28 - 9.30am to 4.30pm each day

[REFERRALS:](#) To be completed in the week of 9-13 May, with Expected Start Date of 13 May



# UPCOMING COURSE DATES

## July to December 2022

### To be confirmed

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#### What do we learn in CTA?

<b>Digital Literacy</b>	<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>
<b>Government Accounts Mutual Obligations</b>	<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>
<b>Resumes Job Applications</b>	<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>
<b>Confidence</b>	<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>