



UPCOMING COURSE DATES

Mid North SA Career Transition Assistance (CTA) January to June 2022

Mid North SA | Online/Hybrid delivery **Activity ID: 100265213**

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

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

📞 REFERRALS: Please Give Jess a call on 0437 648725 to discuss before referring

Port Pirie | Face to Face delivery **Activity ID: 100167283**

Mar 3rd – Apr 14th **Sureway office**

Every Thu from Mar 3rd to Apr 14th - 9.30am to 4.30pm each day

📞 REFERRAL: To be completed in the week of 14-18 Feb, with Expected Start Date of 24th Feb.

May 12th– Jun 23rd **Sureway office**

Every Thu from May 12th to Jun 23rd - 9.30am to 4.30pm each day

📞 REFERRALS: To be completed in the week of 26-29 Apr with Expected Start Date of 5th May.

Kadina | Face to Face delivery **Activity ID: 54878192**

Feb 25th – Apr 8th **The Farm Shed Conference Room**

Every Fri from Feb 25th to Apr 8th - 9.30am to 4.30pm each day

📞 REFERRALS: To be completed in the week of 8–11 Feb, with Expected Start Date of 18th Feb

Peterborough | Face to Face delivery **Activity ID: 100167322**

Feb 28th – Apr 12th **Steamtown Boardroom**

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

- Mon Feb 28th & Tue Mar 1st
- Mon Mar 14th & Tue Mar 15th
- Mon Mar 28th & Tue Mar 29th
- Mon Apr 11th & Tue Apr 12th

📞 REFERRALS: To be completed in the week of 14-18 Feb, with Expected Start Date of 21st Feb

Nuriootpa | Face to Face delivery **Activity ID: 44616392**

May 2nd – Jun 15th **Sureway office**

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

- Mon May 2nd & Tue May 3rd
- Mon May 16th & Tue May 17th
- Mon May 30th & Tue May 31st
- Tue Jun 14th & Wed Jun 15th

📞 REFERRALS: To be completed in the week of 19–22 Apr, with Expected Start Date of 26th Apr



UPCOMING COURSE DATES

July to December 2022

(All schedules to be confirmed)

Mid North SA | Online/Hybrid delivery

Activity ID: TBC

Ongoing

Online delivery with Face to face as required

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

📞 REFERRALS: Please Give Jess a call on 0437 648725 to discuss before referring

Port Pirie | Face to Face delivery

Activity ID: TBC

Aug 18th– Sep 29th

Sureway office

Every Thu from Aug 18th to Sep 29th - 9.30am to 4.30pm each day

📞 REFERRALS: To be completed in the week of 1-5 Aug, with Expected Start Date of 11th Aug.

Oct 27th – Dec 8th

Sureway office

Every Thu from Oct 27th to Dec 8th - 9.30am to 4.30pm each day

📞 REFERRALS: To be completed in the week of 10-14 Oct, with Expected Start Date of 20th Oct

Balaklava | Face to Face delivery

Activity ID: TBC

Aug 19th – Sep 30th (To be confirmed)

CWA Hall, Balaklava

Every Fri from Aug 19th to Sep 30th - 9.30am to 4.30pm each day

📞 REFERRALS: To be completed in the week of 1 – 5 Aug, with Expected Start Date of 12th Aug

Clare | Face to Face delivery

Activity ID: TBC

Oct 25th– Dec 7th

Clare Town Hall - Barbara J Long Function Room

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

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

📞 REFERRALS: To be completed in the week of 10-14 Oct, with Expected Start Date of 18th Oct.

Peterborough | Face to Face delivery

Activity ID: TBC

Oct 31st – Dec 12th

Steamtown Boardroom

Every Mon from Oct 31st to Dec 12th - 9.30am to 4.30pm each day

📞 REFERRALS: To be completed in the week of 17 – 21 Oct, with Expected Start Date of 24th Oct

Jamestown | Face to Face delivery

Activity ID: TBC

Nov 1st – Dec 13th Sir Hubert Wilkins Memorial Visitors Centre – Aerodrome

Every Tue from Oct 25th to Dec 13th - 9.30am to 4.30pm each day

📞 REFERRALS: To be completed in the week of 17 – 21 Oct, with Expected Start Date of 25th Oct



UPCOMING COURSE DATES

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