



Australian Government

career *guide*

Career advice
for parents



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Thank you to Adrienne Chonka for her input and for sharing her career development expertise. With a background in Psychology, Adrienne has been working in the field of career development for 10 years. She specialises in career planning for adults, with experience developing and managing a number of career development programs in the public sector.

Content has been sourced from myfuture.edu.au, a joint initiative of the Australian, state and territory governments. myfuture is managed by Education Services Australia: **www.esa.edu.au.myfuture** is Australia's national career information and exploration service, helping people to make career decisions, plan career pathways and manage work transitions.





Career advice for parents

The provision of career advice by a qualified professional can play an important role in assisting parents who have been disengaged from the workforce for a significant period of time to re-engage in the paid workforce. Career Advice for Parents is a free telephone service which provides professional career advice by qualified Career Advisers.

The Career Adviser will assist parents in identifying appropriate job options, taking into account specific needs and circumstances, for example parenting or caring responsibilities.

Are you eligible?

Contact your employment service provider to determine your eligibility.

If you are not already registered with an employment service provider, you can search for a provider in your area at www.jobsearch.gov.au or contact Centrelink on **13 28 50** or visit www.centrelink.gov.au.

Planning for a satisfying future



What is a career?

What is a career?

Your career represents your paid and unpaid work as well as your learning and development throughout life. The good news is help is available when you need it.

Planning for the future

You may wish to find a role in the workforce that uses your skills, interests, experience and talents. If you've been looking after children full time, it can feel like your skills have been on hold since you left work. But this isn't the case! You'll have developed lots of useful skills you can transfer into the workplace. Career Advisers can help you to identify your transferable skills and help in presenting your skills effectively in job applications and interviews.



Free, professional and friendly advice

Career Advisers offer two distinct but related services—

Career Planning

Your Career Adviser can help you with a range of activities such as:

- Identifying your transferable skills
- Researching industries and occupations
- Improving your understanding of job search strategies in today's labour market
- Identifying education and training options
- Developing a plan to achieve your goals.

Résumé Appraisal

During a Résumé Appraisal session, your Career Adviser will review your résumé and provide detailed feedback and suggestions for improvement, including:

- Advice on preparation and presentation
- Match skills, experience and qualifications to your employment goals
- Managing career gaps
- Relating your skills, experience and achievements to the needs of the employer and the requirements of the job.

Career advice can help you become more confident, realistic, optimistic and motivated to achieve your employment goals.

This is a free service, available Monday to Friday, from 8am to 6pm. Contact your employment service provider to make an appointment. If you are not already registered with a provider, you can search for a provider in your area at www.jobsearch.gov.au or call Centrelink on 13 28 50 or visit www.centrelink.gov.au.

Preparing to speak with your Career Adviser

To make sure your conversation with a Career Adviser is focused and relevant:

Take time to reflect

Reflect on your past experiences including those as a family member, worker, volunteer, or at home. List your achievements and skills. Identify your strengths—the things you do effortlessly, with a sense of pride and mastery. Include things that may not be in your current job description, like helping others or making sure things flow smoothly.

Prior to your appointment, you may be interested in completing the My Guide career exploration exercises available through the myfuture website: www.myfuture.gov.au. The exercise available through My Guide will enable you to assess and record your interests, skills and experience and develop a career profile. The My Guide resource also includes a Career Plan, which may assist in establishing and achieving your career goals. If you decide to complete the exercises (or part thereof), you can forward your results via email to CareerAdvice@deewr.gov.au prior to your Career Planning session.

Be organised about looking for a job. Track your progress as you go. Your attitude will affect your job search success.

Prepare for success

Be organised about looking for a job. Work out a strategy. Track your progress as you go. Your attitude will affect your job search success.

- Keep your life balanced
- Take time to dream about the future
- Give yourself something to look forward to
- Do something daily towards getting a job
- Be flexible. The world of work is changing so the more flexible you are, the more successful you will be
- Be prepared for rejection. It is part of the process. Don't take it personally and never give up.

Explore your options

Knowing what is available can open up exciting new opportunities.

- Visit a Centrelink Career Information Centre, phone **13 17 64** for locations or visit www.Centrelink.gov.au
- Get a copy of the Job Guide. The Job Guide is a free online resource at www.jobguide.deewr.gov.au. The Job Guide contains information on over 500 occupations including education and training requirements for each occupation. Hard copies of the Job Guide are available to buy at newsagents or bookshops, or through the publisher, Hobsons, on their toll free number **1800 682 133**.
- To find out about weekly earnings and employment prospects go to the Job Outlook website at www.joboutlook.gov.au.
- To find out where skills are in demand go to the Skills Info website at www.skillsinfo.gov.au

If you are not an experienced internet user, you'll find help at your local library, community centre or employment service provider office.



Market yourself with confidence

Employers need to know the experience you bring to their business. Your résumé is your marketing tool. If you don't have a résumé, your employment service provider can help you to develop one. Or you can use the instructions on the myfuture website to create a résumé at www.myfuture.edu.au.

Once you have developed a résumé, you can email it to a Career Adviser for help to improve it. Email your résumé to CareerAdvice@deewr.gov.au prior to your Résumé Appraisal session.

Reinvent Your Career[®]
EXPO
The Careers Event for Adults

**Are you bored in your current job?
Need new challenges? Returning to
the workforce, looking to upgrade,
re-skill, or totally reinvent your career?**

Australia's only careers and employment events targeted specifically at adults are designed to help people find their passion whilst providing them with the knowledge to turn that passion into a reality.

This careers and employment event boasts hundreds of real jobs, dynamic seminars, career counselling, career workshops, résumé services, graduate employment, traineeships, apprenticeships, small business and franchising opportunities all under the one roof over two days.

The Reinvent Your Career Expos are held annually in Brisbane, Melbourne and Sydney. Visit www.reinventyourcareer.com.au for more information.

Developing your skills and knowledge

Career Advisers can help you select training to suit your learning style, budget and confidence. You'll be amazed at what you can achieve.

Short courses

Short courses are a great way to explore your interests and develop new skills in an informal setting with like-minded adults. If you haven't studied in a while, a short course can help you get back into the routine or gain confidence.

You can receive a Statement of Attendance or Statement of Attainment—while not a formal qualification, list this on your résumé if it is relevant to the role.

Short courses are run through Adult Community Education at TAFE, universities, the Workers Education Association, community centres and other training organisations. Topics include: computing, aged care, business, professional development, occupational health and safety, project management, retail, hospitality, and study skills. Look at the Adult and Community Education section of The Facts on the myfuture website at www.myfuture.edu.au.

Nationally accredited training

Nationally accredited training meets the requirements of the Australian Quality Training Framework. The Australian Quality Training Framework is the national set of standards which assures nationally consistent services for the clients of Australia's vocational education and training system.

Successful completion of an accredited training course results in a formally recognised Certificate I to Diploma level qualification. Nationally accredited training courses have been developed to meet the needs of employers and industry, so employers often look for relevant courses on your résumé.

Look under The Facts on the myfuture website to search for accredited training courses, www.myfuture.edu.au.

Find a job through an employment service provider

The Australian Government provides employment services to people who are looking for work. If you are receiving income support, you will be referred to a provider through Centrelink.

The services offered by employment service providers are available to all job seekers entitled to work in Australia, including those who are not receiving income support. If you are not working or studying full-time, as a minimum, your provider will help you prepare a résumé, provide information and advice on employment opportunities and training available through government-funded programs. Visit your nearest Centrelink Customer Service Centre or call **13 28 50**.

Find a job through a private recruitment firm

Recruitment agencies assist employers by helping to select and shortlist candidates for them. Labour hire agencies (also referred to as on-hired or temp agencies) employ you directly then refer you to an employer for a short assignment. Temporary jobs are a great way to build your skills in a range of employment settings.

Tap into the hidden job market

The majority of job vacancies are not advertised. Here are ways to tap into the hidden job market.

Networking means using the networks of people you know or previously worked with to help find a job.

Cold canvassing may seem intimidating but it really isn't hard. Make a list of organisations that might have job openings. Contact these organisations to find out how they recruit and if there is a vacancy, offer to send your résumé.

Door knocking is visiting potential employers to get an interview with them. Tell them briefly about yourself and leave a copy of your résumé. One page résumés work better. Door knocking is almost mandatory in hospitality and retail.

Information interviews are a way of finding out about an industry and networking with employers. Contact potential employers to see if they will talk to you about the opportunities in their industry, the skills required and the methods they use to recruit. Take along copies of your résumé.

Job lead sheets

The myfuture website provides templates to help you keep track of who you approach as you tap into the hidden job market. Go to The Facts and Get That Job—adults at www.myfuture.edu.au.

Apply for advertised vacancies

Vacancies may be advertised in newspapers, in shop windows or on the internet.

The myfuture website has tips on applying for advertised vacancies, including preparing a cover letter.

Applying for government jobs

To apply for state or territory government jobs, visit the website of your local state or territory government. Employment opportunities with the Australian Government are advertised at www.apsjobs.gov.au. Cracking the code: How to apply for jobs in the Australian Public Service is available at www.apsc.gov.au and can help you apply for government positions.

Australian JobSearch and other jobs boards

Australian Job Search www.jobsearch.gov.au is Australia's largest free online jobs website. It is delivered by the Australian Government.

did *you know?*

*No matter what your age,
an Australian Apprenticeship
is a great way to find the
career you always wanted.*



Adult apprenticeships and traineeships

No matter what your age, an Australian Apprenticeship is a great way to find the career you always wanted. Australian Apprenticeships combine time at work with training and can be full-time or part-time to give you a nationally recognised qualification and the experience you need to get the job you want. Australian Apprenticeships are available to anyone of working age regardless of your level of education.

Australian Apprenticeships are available in more than 500 occupations across Australia.

And if you are aged 25 years or over, you or your employer may be eligible for financial support during the first two years of your Australian Apprenticeship. Find out more by contacting your local employment service provider, Group Training Organisation, Australian Apprenticeship Centre or go to www.australianapprenticeships.gov.au.

Higher education

You might like to explore a higher education award, such as an undergraduate degree, graduate diploma or graduate certificate.

The Going to Uni website www.goingtouni.gov.au provides practical and useful information about going to university. Search the Course Finder for courses offered by universities and other institutions and find out about tuition costs, loans, scholarships and student resources.

If you haven't studied in a while, or are unsure if you have the right entry-level skills, universities usually offer pathways into further education, including bridging courses.

Recognition of prior learning

You may not need to do the whole training course if you have skills gained in previous work or study. Before enrolling in a training course, ask the provider if you are eligible for recognition of prior learning. You may be pleasantly surprised.

It's never too late

Help is available for people of all ages who need to develop their literacy, language and numeracy skills.

The Reading Writing Hotline

Call **1300 655 506** to talk to a consultant about your reading, writing, spelling or maths needs. The service can provide details about classes in your area, or through distance delivery.

Language, Literacy and Numeracy Program

If you are registered as a job seeker with Centrelink, you may be eligible for the Language, Literacy and Numeracy Program. This program provides up to 800 hours of free training to help you with English language skills or reading, writing and numeracy skills. Contact your local Centrelink Office on **13 28 50** or your local employment service provider. Further information about the program is also available on the following website www.deewr.gov.au/llnp.

Adult Migrant English Program

The Adult Migrant English Program provides English lessons to eligible adult migrants. The program is free for most eligible adult migrants. Call **131 881** for more information.

Create your own business

Eligible job seekers interested in starting and running a small business may be able to access assistance through the New Enterprise Incentive Scheme. The Scheme helps you to access accredited small business training, business advice and mentoring, as well as ongoing income support for up to 52 weeks. You can contact your local employment service provider to discuss whether the Scheme is right for you.

Business.gov.au offers simple and convenient access to government information and services.

Business Enterprise Centres provide business start up advice, mentoring, seminars, business plan assistance and training. Most centres offer an initial interview at no or low cost. Visit www.becaustralia.org.au.

1

Business.gov.au

The Australian Government's one-stop shop for business information and resources.

2

Search by topic

Staffing, taxation, insurance, intellectual property, registration, licences, and more.

3

Search by business stage

Guides on starting, growing or exiting a business.

4

Popular resources

Events Calendar, Grant Finder, guides, plans and templates. Connect with government, business and industry using the directory.

5

Keep in touch with news and developments

Subscribe to the RSS feed, Twitter and email updates. Create and update content at **business.gov.au** on your website using our free syndication service.

The screenshot shows the business.gov.au website. At the top, there is a navigation bar with the Australian Government logo, the text 'business.gov.au', and a search bar. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with a 'Business home' section and a 'Be consulted' section. The main content area features a 'Welcome to business.gov.au' message, a 'something for every business' banner, and a 'Thinking of starting a business' section. On the right, there is a 'Popular resources' section and a 'Related websites' section. The numbered callouts point to specific elements: 1 points to the business.gov.au logo, 2 points to the 'Business home' sidebar, 3 points to the 'Thinking of starting a business' section, 4 points to the 'Popular resources' section, and 5 points to the 'Related websites' section.



Extra support for people with health conditions, injury or disability

If you have a health condition, injury or disability there are services to help you find a job. Call **1800 464 800** or go to **www.jobaccess.gov.au** for information about:

Disability Employment Services

Disability Employment Services gives eligible people with disability immediate access to services to help them get and keep a job—including training and work experience opportunities. Disability Employment Services also provides ongoing support in the workplace for as long as necessary.

Workplace assessment

The Employment Assistance Fund helps people with health conditions, injury or disability by providing financial help for work-related equipment, modifications and services. Assistance is available for people who are about to start a job or who are currently working, as well as those who need help to find and prepare for work.

Financial matters

Want to learn more about financial planning?

Centrelink Financial Information Service is a free and independent service available to anyone. You can book into a Financial Information Service seminar or you can make an appointment for an interview with a Financial Information Service Officer.

Phone **13 23 00** for more information.

myfuture

Want to make the most of career advice?

Visit www.mychfuture.edu.au for more career information.

Want to find out more about jobs you are interested in?

- Click on *The Facts* and select *Occupations*
- Search or browse to find occupations and learn more by reading a fact sheet or watching a video.

Interested in training?

- Click on *The Facts* and select *Courses and Programs*
- Search from over 18 000 courses
- Write down or print course details
- Discuss options with your Career Adviser.

Want to gain recognition for your skills and experience?

- You might be eligible for Recognition of Prior Learning
- Click on *The Facts* and *Education and Training Providers* to find a Registered Training Organisation
- Make some enquiries.

1 My Guide

2 The facts

3 Create a career profile

Need to update your résumé?

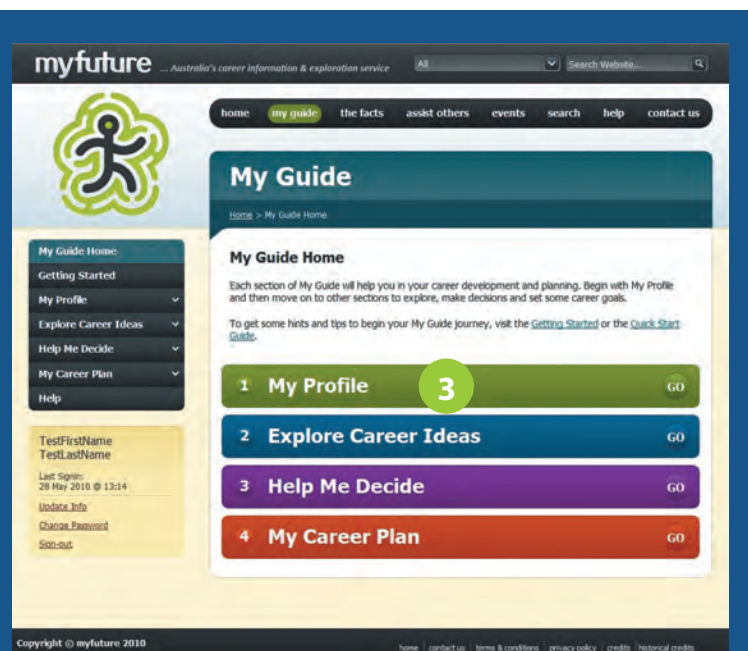
- Click on *The Facts* and read *Get that Job* for hints and tips on creating your résumé
- Email your new résumé to your Career Adviser at CareerAdvice@deewr.gov.au before your Résumé Appraisal session.

Ready to change your job?

- Click on *The Facts* and *Visit Get That Job* for tips, including an audio cast.

Need some career ideas?

- Create a free account in My Guide and create your own career profile
- Try the interest activity to identify the skills, subjects and occupations you like
- Record your education and training achievements
- Explore career ideas
- Email your Career Profile Summary to your Career Adviser at CareerAdvice@deewr.gov.au before your Career Planning session.



Find a job using Australian JobSearch

Visit www.jobsearch.gov.au

JobSearch helps job seekers find work. Register for free on JobSearch and:

- Access your own secure Personal Page where you can manage your Job Match Profile, account settings and view any employer messages
- Upload up to three résumés, or create a résumé using the résumé builder
- Perform an instant personalised job list based on your Job Match Profile.

For help using JobSearch, call the Job Seeker Hotline 13 62 68.



Find out where your skills are in demand

Visit www.skillsinfo.gov.au

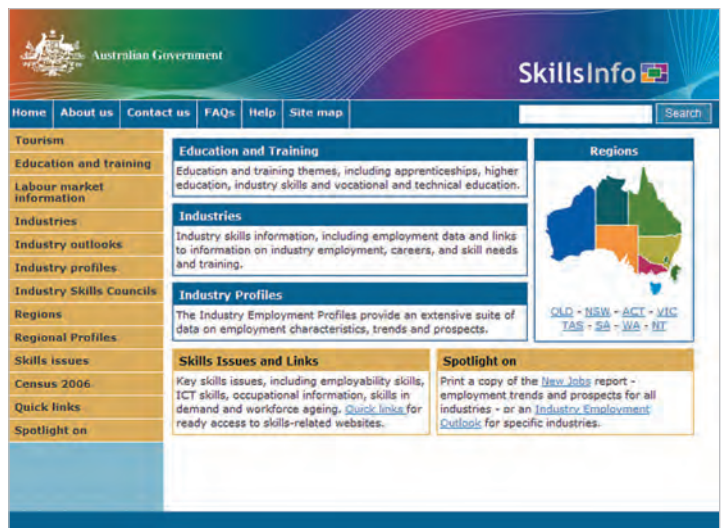
SkillsInfo is an online resource with information on the Vacancy Report, education and training, skill shortages, workforce ageing and ICT skills.

SkillsInfo also has comprehensive and forward-looking data on industry employment, skills-related information and links to industries and regions.

Skills issues and links

SkillsInfo helps to answer questions on skills, such as:

- What is a 'skill shortage'?
- What are the latest labour force figures?
- How can I find out about industries and occupations in Australia?

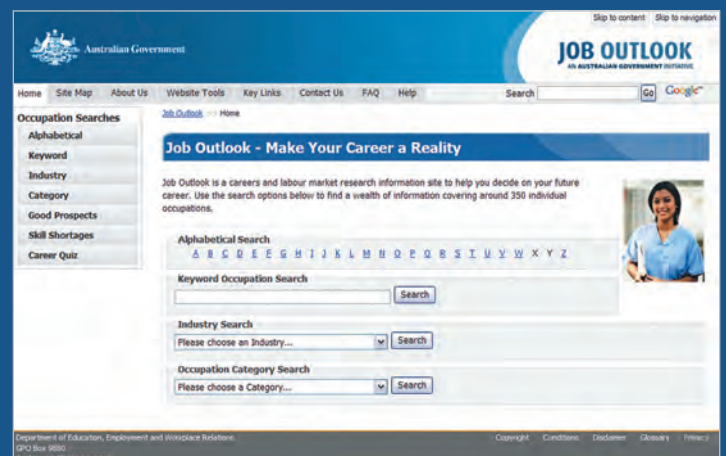


Want to know about weekly earnings and employment prospects for over 350 occupations?

Visit www.joboutlook.gov.au

Job Outlook is an online resource containing information on the characteristics, trends and job prospects for around 350 occupations.

Job Outlook data can provide you with the information you need to make life changing decisions in relation to your career. If you are advising other people on their career direction you will benefit from the up-to-date data in Job Outlook.



Volunteering is a great way to utilise your skills, develop new skills and to remain socially connected.

Volunteering

Volunteering is a great way to utilise your skills, develop new skills and to remain socially connected. You can find volunteering opportunities through GoVolunteer www.govolunteer.com.au. Or you can contact your nearest Volunteer Centre or Volunteer Resource Centre to find a suitable role.

Information on volunteering can also be found on the myfuture website at www.myfuture.edu.au.

Assistance available for parents



On 1 July 2011 Centrelink, Medicare Australia, the Child Support Agency, the Family Assistance Office and CRS Australia became part of the federal Department of Human Services. The Department of Human Services is now responsible for their payments and services. You may notice changes to the signage, websites, phone messages and logos on correspondence as they bring together information about their services and payments for you. Learn more at www.humanservices.gov.au

Centrelink

Online Estimator

The rate estimator lets you estimate Centrelink and/or Family Assistance, Child Support, and Child Care payments you may be able to receive, based on your current or proposed circumstances.

You can estimate:

- Your Centrelink payment or benefit
- Family Assistance including Family Tax Benefit paid fortnightly and/or Child Care Benefit for approved child care
- Family Assistance and Child Support (if you receive or pay Child Support)
- Child Care Benefit and Child Care Rebate in a dollar amount, Child Care Benefit percentage, eligible Child Care Benefit hours and Child Care out of pocket expenses.

You can access the online estimator at:

www.centrelink.gov.au/internet/internet.nsf/individuals/online_estimators.htm

Parenting Payment rates fact sheet

This fact sheet provides a summary of the qualifications, payment rates and income and asset tests for Parenting Payment.

A parenting payment fact sheet is available at:

www.centrelink.gov.au/internet/internet.nsf/publications/co032.htm

Publications for Parents and Guardians

These publications may have further useful information for you if you are a parent or guardian. Publications are available at:

www.centrelink.gov.au/internet/internet.nsf/individuals/pg_publications.htm

Looking for work publication

This booklet provides information about payments and services you may be able to get from Centrelink if you are looking for work.

The booklet is available at:

www.centrelink.gov.au/internet/internet.nsf/publications/lw001.htm

Are you a Parent or Guardian publication

This booklet provides information about payments and services you may be able to get from Centrelink if you are a parent or guardian.

The booklet is available at:

www.centrelink.gov.au/internet/internet.nsf/publications/pg001.htm

Newstart Allowance

If you are unemployed, Newstart Allowance provides financial support while you are looking for work.

Centrelink staff are trained to help people claim Newstart Allowance and any other payments and benefits they may be entitled to.

Information on Newstart Allowance is available at:

www.centrelink.gov.au/internet/internet.nsf/payments/newstart.htm



mychild.gov.au

The screenshot shows the mychild.gov.au website. At the top, there is the Australian Government logo and the mychild.gov.au URL with three handprints. A search bar and a newsletter subscription link are also present. The main content area features a 'Find a local child care service' section with a search form. Below this, there are several informational tiles: 'What is the National Quality Framework?', 'Information for families and carers', 'Child Care Rebate', and 'Information for providers'. A navigation menu at the bottom includes 'Welcome', 'Latest News', 'FAQs', and 'Government's Agenda'.

mychild

Want to find out more about child care?

Visit www.mychild.gov.au or call the Child Care Access Hotline on 1800 670 305 to access a range of information on early childhood education options, promoting health and wellbeing for children, and programs that provide support for families and carers in one convenient location.

Where can I find a child care service that meets my needs?

The mychild website is Australia's online child care portal and helps families find out about the different types of child care and how to get assistance with the cost of child care.

The website includes a searchable database of all Child Care Benefit approved child care services, including contact details, interactive maps, the services they provide, vacancies available and fees where provided by the service.

The website includes a link to a child care estimator which helps families estimate the dollar value of their Child Care Benefit and Child Care Rebate entitlements, as well as out-of-pocket child care costs.

Useful resources

Careermums

Careermums is a national jobs board for parents returning to work. It targets job seekers aged 30-55 and focuses on flexible and part-time jobs.

www.careermums.com.au

Lifestyle Careers

Lifestyle Careers is a jobs board dedicated to flexible and home office employment opportunities.

www.lifestylecareers.com.au

Seek

Seek is a popular choice for advertisers searching for the right candidate, and job seekers looking for the right job. Seek allows job seekers to search for jobs that meet their needs.

www.seek.com.au

mums@work

mums@work provides mums and dads with essential return to work guidance including access to family friendly jobs, 'career after kids' training and job search skills needed to review employment options and make transitions back to work.

www.mums@work.com.au

