

CVGT Australia

Service Delivery Plan

As your Career Transition Assistance provider, our priority is supporting you in determining and achieving realistic and appropriate educational and employment goals.

Support will be provided to build your confidence and motivation, give you a better understanding of available job opportunities, recognise your existing skills and experience, and help you to become more competitive in your job search.

How we support you

We are focused on creating real opportunities, building confidence and capacity to use technology and present relevant skills to employers.

Career Transition Assistance supports people over the age of 45 into employment.

Through the program we endeavour to:

- Deliver tailored career assistance and/or functional digital literacy training courses.
- Provide assistance to develop your communications and IT skills, and help you build your confidence to use different types of technology such as computers, smartphones, tablets, apps and social media.
- Provide practical assistance to help you gain the skills you need to move into ongoing employment.
- Support you to tailor your job applications based on your skills and experience.
- Offer access to complementary developmental activities such as our 'English Hour', where we bring you together with other job seekers from various cultural backgrounds in a safe and friendly environment to build confidence in interacting with others while strengthening your English skills.
- Provide access to industry 'taster' programs.
- Make our assistance accessible and flexible.

Our networks

Through our strong links with local community service providers, training organisations, industry bodies and employers. We have helped hundreds of people into sustained employment. We use these connections to stay up-to-date with where the jobs are and what skills you'll need to get and keep those jobs.

About us

We have been delivering services to job seekers for more than 30 years. We're highly experienced in helping people identify their personal and career goals and developing a plan to achieve them.

We know how to help all kinds of people to get and keep a job, and we've worked hard to build trust and become a major presence with employers in our areas of operation.

We work every day to get the best outcomes for our job seekers with integrity, honesty and a commitment to individuals, businesses and our communities.

• **132 848**
• **cvgt.com.au**