



A mature age job seeker's guide to **Job Network**

Increased participation in the labour market can lead to a higher income and improved lifestyle during your working life and in retirement.

You have a lot to contribute and there are a range of employment services available to help you complement and add to your skill set.

Contents

What is Job Network?	1
How can Job Network help mature age job seekers?	1
Why rethinking retirement makes sense	2
Changes from 1 July 2006	2
What new services are available to help me?	2
Finding a job—jobsearch.gov.au	3
Tips for mature age job seekers	3
More information	3
Your right to privacy	4
Your guarantee of service	4

What is Job Network?

Job Network is an Australia-wide network of organisations dedicated to helping you get and keep a job. In most cases you will be able to choose your Job Network member and you will stay with them until you have found work. If you have special needs you may be able to get extra help from Job Network.

How can Job Network help mature age job seekers?

Mature age job seekers have access to a range of Job Network services. These services are tailored to meet individual needs.

What should I do?

First, register with Centrelink as 'Looking for Work'. Centrelink will refer you to a Job Network member.

Centrelink can provide information on your local Job Network members, where they are and how they can help you. In some areas, Job Network members specialise in providing services for specific types of job seekers. Where there is more than one provider in your local area, Centrelink will have a list for you to select from. Your selected Job Network member will work with you until you find paid employment.



Job Network

AN AUSTRALIAN GOVERNMENT INITIATIVE

Why rethinking retirement makes sense

There is a clear link between the length of time you spend in the workforce and your ability to fund a comfortable pre-and post-retirement lifestyle.

Health and social benefits

Making a positive contribution to society through work helps maintain good health as you get older. Staying at work can help you stay physically and mentally active and gives you a sense of purpose. It also helps you stay in contact with others, which has valuable social benefits.

Superannuation benefits

Staying in the workforce for an extra two years can extend the life of your superannuation savings by an extra seven years. Working for an extra five years can give you over 20 years of additional superannuation income.

Many mature age workers are better off staying in paid work for as long as possible.

The Pension Bonus Scheme

The Pension Bonus Scheme is a one-off tax-free bonus that rewards people who defer claiming the age pension and continue to work. Speak to Centrelink about whether you are eligible.

For more information about Job Network visit jobnetwork.gov.au or phone the Employment Services Information Line on 13 62 68.

Changes from 1 July 2006

From 1 July 2006 the Australian Government is making some important changes to the income support system to help people move into paid work.

These changes include a balance of support through improved services, increased financial incentives and some new obligation requirements. There are more places in employment services, a new compliance system and new eligibility rules for income support customers (particularly parents, people with disability, mature age, and long-term unemployed job seekers).

For more information on the changes, visit australia.gov.au/movingintowork.

What new services are available to help me?

As well as the existing Job Network and other employment services, there are now more services to help you prepare for and find a job. For some mature age job seekers, this includes:

- Employment Preparation, and
- a Job Capacity Assessment.

What is Employment Preparation?

Employment Preparation is a new Job Network service for parents, carers and mature aged people. It provides practical help to develop your skills or upgrade your qualifications to help you find a job.

If you are a mature age job seeker (50+) and on Newstart Allowance, or a parent with your youngest child aged six or over (with part-time requirements) on Parenting Payment, Newstart Allowance or Youth Allowance, you must participate in Employment Preparation. This service will be individually tailored to your circumstances.

What is a Job Capacity Assessment?

If you have a medical condition or personal issue that prevents you from finding or keeping a job, your employment service provider or Centrelink may refer you for a Job Capacity Assessment.

This will help identify what services you need to overcome any barriers to employment. It will also ensure your ability to work is determined quickly. Your Job Capacity Assessor will be able to arrange for services to match your needs to help you find and keep a job.

What extra assistance is available?

If you have been unemployed for 12 months or are assessed as having specific difficulties in finding a job, you may be referred for additional personalised assistance. This could include referral to Intensive Support services provided by Job Network, or referral to other specialised employment services.

For more information on how 'moving into work' can work for you, phone Centrelink on **13 17 64** or visit **australia.gov.au** and click on 'moving into work'.

Finding a job—jobsearch.gov.au

JobSearch is Australia's largest free online job board with more than 70 000 jobs displayed daily. Whether you are looking for a job, a career change or a volunteering opportunity then JobSearch can help. You can browse for jobs and create a résumé—no matter how you use JobSearch it's free.

Tips for mature age job seekers

Here are some ideas that may help in your search for employment. Jobs these days are quite different from those available a decade ago. So always think about how the skills and experience you have acquired over your lifetime could be adapted to the jobs now available in your local area.

Market yourself

Marketing yourself well is important. Develop a résumé in a format that today's employers are familiar with. A Job Network member can help you with your résumé.

Network with others

You should also try networking. At its simplest level, networking is about 'staying in touch' in your community. Develop and maintain contacts with friends and community groups. Many jobs come about by word of mouth, so the more people you know and regularly interact with, the more likely you are to hear about jobs that might not be advertised in the press or on job boards.

Build your skills through volunteering

Are there skills you need before landing that job? If there are, think about volunteering. Ask your Job Network member or visit **volunteersearch.gov.au**.

Be open-minded

Your Job Network member will try to place you in a job suited to your skills and experiences, but in the short term, always keep an open mind about the type of employment you're prepared to take. It's worth remembering that part-time work is often an excellent stepping stone to full-time employment.

Stay positive

Over the next decade, 80 per cent of all workforce growth will come from people aged 45 or over. So people like you will not only be good for business, you'll be essential.

Use Job Network

Visit a Job Network member and ask them for help. Your local Centrelink office can also provide information about government employment services and complementary programmes.

More information

Jobwise

jobwise.gov.au

Jobwise is a web site for mature age people who are looking for work. It has information on careers, training and job opportunities.

Australian Apprenticeships

australianapprenticeships.gov.au

Australian Apprenticeships combine practical work with structured training, leading to a nationally recognised qualification. They are competency-based, open to all ages and can take less time to complete than a traditional apprenticeship or traineeship.

New Enterprise Incentive Scheme (NEIS)

workplace.gov.au/neis

This programme helps unemployed people start and run their own business. For the first year of the business, NEIS trains and supports participants, helping them to become self supporting.

Australian VolunteerSearch

volunteersearch.gov.au

This web site contains listings of thousands of volunteer positions from all over Australia.

Your right to privacy

Personal information is protected under the *Privacy Act 1988* and may not be disclosed unless it is authorised to do so.

If you are receiving income support, your information is authorised to be disclosed under *Social Security (Administration) Act 1999*.

In providing employment services to you, your information may be shared between those contracted service providers who are assisting you, the Department of Employment and Workplace Relations (DEWR), Centrelink and other Australian Government departments and agencies.

The sharing of your information is important as it enables Australian Government departments and agencies to provide you with the most appropriate services to meet your needs. For more information about your privacy ask your service provider, DEWR or the Office of the Federal Privacy Commissioner on **1300 363 992**.

Your guarantee of service

You will receive ongoing personalised employment services provided by your preferred Job Network member. These services will be culturally sensitive to your circumstances and background as well as tailored both to your needs and to the job opportunities available.

Throughout your period of unemployment, you can expect your chosen Job Network member to:

- provide access to job vacancy information and job search facilities through touch-screen kiosks
- advise you on job search techniques, career options and vocational employment programmes and other services available to you
- give you feedback on a job interview if your Job Network member arranged it for you
- help you to meet your Activity Test obligations when you are looking for work.

From the time you first start to work with your Job Network member, services will include:

- recording your résumé summary and resulting résumé in JobSearch
- matching of your résumé summary against vacancies in JobSearch
- establishing a password for access to your personal page and job matches on JobSearch
- immediate access to any job matches via your personal page with additional advice, where arranged, through your personalised email, SMS or telephone message bank service.

If you have been registered with Centrelink as unemployed for more than three months, and are receiving Intensive Support services, your Job Network member will also:

- assess your skills, experience and capabilities and develop an Activity Agreement to help you find work
- help you to improve your job search skills by giving you job search training and additional support to help you write job applications
- contact you regularly, at least every three months and more frequently if you have been registered for more than 12 months.

If you are receiving Intensive Support services, your Job Network member services may also include:

- help with access to training, a wide range of vocational programmes, counselling and other services and work experience consistent with your Activity Agreement
- more intensive job search activities and work preparation with fortnightly contact to help you into a job
- additional services, facilities and activities, such as interpreter services, travel assistance if you are referred to a job interview by your Job Network member, vocational training, or counselling you may require to get a job
- support while you are settling into your new job.

If you are not satisfied with the service you have received, you should raise this first with your Job Network member. If you are still not satisfied, then you should phone the Job Network customer service line on **1800 805 260**. Staff will endeavour to resolve your concerns quickly and fairly.