

Passport to Employment

For more information

- check out the employment services page at www.workplace.gov.au
- phone the hotline on **1300 362 368**
- talk to your Community Work Coordinator.



Work for the Dole

Community Work

The Passport to Employment has been developed under *Australians Working Together* which is a Commonwealth Government initiative to provide additional support and practical assistance to people looking for work.

Passport to Employment

for Work for the Dole & Community Work

What is the Passport to Employment?

The Passport to Employment is a package of assistance to help you become job ready. It includes training in identifying and following-up job leads, writing and updating your resume, getting references, preparing job applications, and managing job interviews.

Am I eligible?

If you are completing your Work for the Dole or Community Work placement, you are eligible. Your Passport to Employment training could be at any time during your placement. Your Community Work Coordinator will advise you when your training will be provided.

What do I get in my Passport to Employment?

Your Passport to Employment will give you support and training to

- job search using a number of different methods
- write a good resume
- get the references you need
- prepare good job applications
- prepare for and handle job interviews well.

You will also work together with your Community Work Coordinator to complete a skills audit which is a written summary of what you have achieved during your Work for the Dole or Community Work placement.

How will I benefit?

You will be able to identify your strengths and work skills; you will have a resume and job applications that look professional; you will feel more confident in approaching employers for work; and you will feel better prepared for job interviews.

Who will give me my Passport to Employment?

Your Community Work Coordinator will give you your Passport to Employment training or arrange for a training organisation to provide it to you. The hours of training you receive will count towards your hours of participation in Work for the Dole or Community Work.