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Career Services

Yorke and Mid North

www.yorkeandmidnorth.com.au

1 300 068 531

Issue: FEBRUARY 2018

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SERVICES & INFORMATION



TRAINING: THE KEY TO FUTURE EMPLOYMENT

Planning for Australia's future workforce is not an easy task, but it is an important one.

To lift our productivity and benefit from our strong economy we need to do our best to ensure we have the qualifications and skills that we need, where and when we need them, this along with an ageing population makes it vital to maximise the individuals opportunity to secure employment.

Training, Tickets and Licenses are vital in the workplace as employment criteria is constantly changing.

Career Services works with clients to provide the latest up to date information in this area to maximise every opportunity presented. **Work Ready Funding through Individual Assistance** is accessed along with local training providers to give the client the best opportunity to ensure employment and address their current skill set.

Career Services is supporting clients by assisting with resume's, cover letters, career planning and mentoring. Some individuals need one on one support through this process.

If you have any questions or would like to refer a client, you can contact John Carbone at cs@yorkeandmidnorth.com.au or Sam Amato at samato@yorkeandmidnorth.com.au and they will gladly provide the referral forms or answer your questions.

Calls to the toll free number, 1300 068 531, can be made from Monday to Friday, between 8.30am and 5.00pm to make appointments at our Clare, Kadina and Port Pirie offices.



NINE OUT OF TEN AUSSIES HAVE ERROR LADEN CVs:

THE MOST COMMON EMBARRASSING APPLICATION MISTAKES REVEALED

“Don’t call us, we’ll call you.” If that’s a phrase that sounds familiar, you’re far from alone.

Job applications might be the thing stopping quality talents from landing in businesses, however: research shows more than nine in ten Aussie jobseekers are being held back by error-laden CVs with either spelling mistakes, incomplete employment histories, badly formatted file names or misjudgments on suitable length.

What, then, makes the perfect CV?

Pictured below, it’s refreshingly clean and devoid of mistakes. What makes it stand out most from the crowd is its clean, logical layout.

John Snow

I have 25 years experience in the refrigeration, air conditioning, electrical and construction industries. In this time, I also owned a business, Cooler Than You Refrigeration, which I solely operated for 10 years. During my career I have obtained a builders licence and I have extensive A class electrical knowledge.

Employment History

2013 – Current **Rocky Mountains Refrigeration**

Site Supervisor/Solar Installer

- Design and Planning of Panel and System Wiring Layouts
- Installation of Solar Pool Pump Systems
- Installation of Pool Heating Systems
- Installation of Solar Air Conditioners
- Installation and Coordination of Grid Connect Solar Systems – Domestic and Commercial (4.5kw – 100kw Systems)

2009 - 2013 **Cleverest Everest Air-conditioning**

Refrigeration & Airconditioning Technician

- Arranging Staff Rosters and Contracts
- Training and Mentoring of Apprentices and Technical Support to Staff
- Canvassing of New Clients
- Design and Project Management
- Design of Service and Maintenance Contracts
- Implementation of Scheduled Servicing Contracts
- Servicing and Repairing of Commercial Refrigeration Systems

There's a clear objective at the top and then employment history is a great way to start highlighting your background.

You can put your skill set up the top to align your CV with the advertised job criteria. But employment history is a great place to start.

You could even take that presentation of employment history to the next level by adding a bit about each company and achievements made while at each.

As for all the not-so-perfect CVs out there, spelling and punctuation errors are rife.

The resume is your first impression, so you need to be putting your best foot forward.

Just as important to get right is CV length, with two to three pages generally considered best practice.

You really want to be capturing concise, up-to-date, key information in as little space as possible. Sometimes people go on and on.

But even the most perfect of CVs can go to waste if they're not accompanied by a killer cover letter.

A cover letter and a CV should have the same formatting, a similar file name, with nice clean space on both.

It paints a picture of 'wow,' this person has good attention to detail and present themselves as putting their best foot forward.

CAREER SERVICES



Career Services is a **FREE** service for individuals in the Yorke Region, the Mid North Region and the Southern Flinders Ranges.

We provide **FREE** assistance to eligible clients by way of providing the tools to plan their preferred working future e.g.

- Assist in creating resumes
- Cover letters
- Referral to training
- Support to get the skills required to gain employment

WHO IS ELIGIBLE FOR CAREER SERVICES?

Career Services Yorke and Mid North would appeal to people who:

- Are unemployed or underemployed;
- Do not qualify or are not registered for Centrelink, or who are 'volunteers' in the system;
- Are parents returning to work;
- Are young people – transitioning into the workforce;
- Are workers under threat of redundancy.

CONTACT US:

To access Career Services you are welcome to phone us at **1300 068 531** to make a **FREE** appointment for assessment and assistance. Our offices are conveniently located at Kadina, Clare and Port Pirie.

[<click here for more details>](#)

ENHANCED CAREER SERVICES FOR DISABILITY SECTOR CAREERS

The Disability Workforce Hub is pleased to announce they have received funding to offer their Enhanced Career Services supports until June 18. Funded places are limited to just 25. The project is a **FREE** service for individuals in the Yorke, Mid North and Southern Flinders Ranges region looking to enter or upskill within the Disability Sector. Book an appointment to speak with one of our qualified Career Practitioners today!

WHO IS ELIGIBLE FOR ENHANCED CAREER SERVICES?

Enhanced Career Services would appeal to people who:

- **Are interested in working or upskilling within the disability sector**
- Resides or works in South Australia; and
- Is a permanent Australian resident, or a citizen of Australia or New Zealand, or a visa holder with full work rights and no conditions/restrictions; and
- Is aged 17 years or over; and
- Is not enrolled in school

CONTACT US:

To access Enhanced Career Services you are welcome to phone us at **1300 068 531** to make a **FREE** appointment.

Our offices are conveniently located at Kadina, Clare and Port Pirie. [For more details click here.](#)

DO YOU NEED A TICKET OR LICENCE, OR AN ACCREDITATION, OR COMPLETE A SHORT COURSE, TO ENSURE YOU GAIN A JOB?



ASSISTANCE \$\$\$'s AVAILABLE!*

Success is just a few steps away!

Typical assistance may include a range of machinery tickets, licences and essential accreditation's for a job.

** Conditions apply. Enquiries from either job-seekers or employers welcome!*

Call our Career Practitioners to discuss your needs on 1300 068 531



WANT A BETTER WAY TO HIRE THE RIGHT PEOPLE FOR YOUR BUSINESS?

You can trial a young person for 4 to 12 weeks in an internship so you can both be sure they're the right fit for your business. And because the trials are voluntary, you know they are motivated and eager to work.

- Youth Jobs PaTH is flexible to reflect the hiring needs of different businesses.
- You'll receive \$1000 to help cover the cost of trialing the young person.
- During the trial, you do not pay the young person. The Australian Government provides an additional \$200 per fortnight on top of their income support payment and covers their insurance.
- If you decide to hire the young person you may be eligible to receive up to \$10,000 (GST inclusive).

For more information: [click here](#)

TRAINING OPPORTUNITIES



APPLICATIONS NOW OPEN

The Yorke and Mid North Leadership series presents:

2018 Yorke Emerging Leaders Program

Applications are now open for the 2018 Yorke Emerging Leaders Program.

This program supports the development of our region's future leaders while expanding professional networks and community connections.

The program includes workshops, networking events, mentoring and community research projects along with an opportunity to meet and work with the region's current and upcoming leaders.

It is open to those residing in the Copper Coast, Yorke Peninsula and Barunga West council regions including people in business, volunteer roles, sporting and community organisations.

Don't miss this opportunity!

Applications close Friday 23rd February 2018.

Please send completed applications through to lwallace@yorkeandmidnorth.com.au

Program overview and application form [available here](#).

For any further information please contact Lynn Wallace on 0429 458 453

or lwallace@yorkeandmidnorth.com.au

"This project is supported by a grant from the Australian Government through the Building Better Regions Fund".



SIMPLIFYING SELF-EMPLOYMENT INFORMATION SESSIONS

LOOKING TO START A BUSINESS AND PROVIDE SERVICES UNDER THE NDIS SCHEME?

Direct Care Workers / Gardeners / Occupational Therapists / Cleaners / Cooks / Home Maintenance & Modification Tradespeople / Social Workers / Transport / In Home Care Workers

Information Sessions 10.30am

February 6

RDAYMN Clare Office, 155 Main North Road Clare

February 7

TAFESA Port Pirie, Mary Elie Street Port Pirie

February 8

Kadina Town Hall, 51 Taylor Street Kadina

Accredited modules include:

- Developing a Business Plan
- Marketing your product/services
- Legal and Administrative requirements
- Financial and operational planning
- Record keeping

Heavily subsidised training!!

To register for this business opportunity please contact:

David Hutchinson on 0428 114 153 or Larissa Mackrill on 1300 742 414



NATIONAL STANDARDS REGIONAL ROAD TRIP PORT PIRIE, PORT AUGUSTA

Volunteering Australia's new National Standards for Volunteer involvement were launched in May 2015. The Standards incorporate significant changes to the originals in order to reflect best practice in volunteer management in Australia's current work environment. They are much easier to follow and are adaptable to different organisation types and different forms of volunteering which reflect the diversity of this growing sector.

[Click here to download the new standards](#)

When and Where:

Tuesday 6th February 2018, **Port Pirie** Men's Shed, Training Room 11am

Wednesday 7th February 2018, Outback Community Authority, Meeting Room, **Pt Augusta** 10.30 am

[Click here for more info and to register your interest.](#)



on behalf of Community Centres SA – Strengthening Local Communities

is delivering an Adult Community Education (ACE) Wellbeing and Resilience course in Peterborough in 2018.

This course is completely FREE to all members of the community and will be delivered at the Peterborough Youth Centre

Commencing Wednesday 21st February for six weeks until Wednesday 28th March 2018.

Each session is for 3 hours starting at 10.00 am until 1.00 pm.

For more information and to register, contact Geoff Brand: 0407 001 900



Book online or contact our Port Augusta office on (08) 86 42 6146

www.accesstrainingcentre.com.au

*****NEW PORT PIRIE SITE at 14 Port Germein Road, Port Pirie*****

Enter Confined Space

20th February **PORT AUGUSTA** - 9 places available

6th March **PORT PIRIE**- 12 places available

White Card

14th February **PORT AUGUSTA** - 2 places available

28th February **PORT PIRIE**- 12 places available

Work Safely at Heights

19th February **PORT AUGUSTA** - 9 places available

Workzone Traffic Management (2 days for inexperienced operators or 1 day refresher)

15th & 16th February **PORT AUGUSTA** – 1 place available

15th February **PORT AUGUSTA** – 1 place available

15th & 16th March **PORT PIRIE** - 6 places available

15th March Refresher **PORT PIRIE** - 6 places available

Elevated Work Platform over 11m Training and Assessment

High Risk Licence (2 days)

6th & 7th February **PORT PIRIE** - 2 places available

19th to 20th March **PORT AUGUSTA** - 6 places available

Excavator 3 day Training and Assessment

21st - 23rd February **PORT AUGUSTA** - 4 places available

1 day for Experienced operators

21st February - 1 place available

*****Also don't forget that ATC can deliver training on your site or schedule extra courses as required*****

Please don't hesitate to give us a call on (08) 8642 6146 any time to answer any of your training or ticket and licensing inquiries. Email: atc@accesstrainingcentre.com.au | RTO [40101](http://www.rto.gov.au)



Saturday 24th Feb—Full Day**FIRST AID COURSES**

CPR, Provide First Aid,
Education Care First Aid & BELS.
(Some pre-learning may be required)

Wednesday 7th Feb—Full Day**Thurs 8th Feb—Half Day Refresher****CHILD SAFE ENVIRONMENTS**

Full day (7 hour) course

Wednesday 28th February**LEARN SAFE DRIVE SAFE****Obtain your L's for Car**

Full day with Driving Instructors' tuition and Service SA testing

BY APPT: RESPONSIBLE SERVICE OF ALCOHOL

CAR, LR, MR, HR & HC -Logbook and VORT
Availability 7 days per week—From Kadina
LB BACKHOE / LL FRONT END LOADER
Training & Assessments—Available for your site

For further information on the above please call: Angie Tucker on

Mobile: 0438 253 575 Phone: (08) 8821 3340 Fax: (08) 8821 3848
25 Taylor Street, KADINA SA 5554

Email: accustomconsulting@gmail.com

Web: www.accustomconsulting.com.au & www.sa4wheeldrivetraining.com.au



MYRIAD OCCUPATIONAL SAFETY TRAINING

**HLTAID004 Provide an emergency first aid response in an education and care setting**

\$160 pp pre-learning required 9am to 4.30pm

HLTAID003 Provide First Aid

\$140 pp pre-learning required 9am to 3.30pm

HLTAID002 Provide Basic Emergency Life Support

\$95 pp pre-learning required TBA

HLTAID001 Provide Cardiopulmonary Resuscitation

\$50 pp pre-learning required 9am to 11.30am

Certificates issued within 48hrs, current dates on our website. For ease book online at the website below

Jane Purdie / Trainer. 66 PORT ROAD KADINA SA 5554. Ph: (08) 8821 4999 Mob: 0418 819 017

Email: jane@myriadtraining.com.au Website: <http://www.myriadtraining.com.au/>

"Proudly teaching our community life saving skills"

Myriad Occupational Safety Training delivers nationally recognised training In partnership with
Allens Training Pty Ltd RT0 90909



WORKSHOPS, TRAINING & EVENTS CALENDAR

Did you know RDAYMN list a range of Workshops, Training and Event opportunities on our online calendar? We advise our subscribers to check this calendar regularly, to keep up to date with what is on offer across the region. To see all up and coming training opportunities and events view [here](#)

JOB OPPORTUNITIES



Government of South Australia
Department of State Development

PATHWAYS COORDINATOR STATE DEVELOPMENT

Location: - VARIOUS (including PORT PIRIE)

Remuneration: ASO6, \$87,384 to \$92,743

Full time role, working 37.5 hours per week

Role Purpose/Context:

The Pathways Coordinator is accountable to the Team Leader, Jobs and Skills for contributing to an increase in the number of vulnerable people engaged in Adult Community Education (ACE) and to increase the number of ACE participants that transition to further education, Vocational Education and Training (VET), volunteering or employment. Primary responsibilities: engage with industry; establish links with stakeholders and service providers; strengthen collaboration; formalise connections and referrals for participants exiting ACE projects to identified pathways; increase participation of Aboriginal people, young people and displaced workers in ACE projects; and to provide advice to the DSD/Community Centres SA Management Group of 'on the ground' service gaps or barriers.

Key Selection Criteria:

- A sound understanding of adult education, foundation skill development and learning, ACE Program, Jobs First Employment Projects and other State and Commonwealth Government skills and employment initiatives
- Knowledge of community development and stakeholder engagement
- Demonstrated strong interpersonal and communication skills that develop successful relationships and networks and achieve shared objectives
- Proven ability to analyse information, think creatively and develop practical solutions that engage vulnerable people into community based learning, and streamline transitions from ACE to further education, VET or employment
- Proven experience in building effective networks, alliances and operational and strategic relationships with internal and external clients and stakeholders, such as peak bodies and the non-government sector.

Special Conditions:

This is a contract / term vacancy up to 30/6/2019. Some out of hours' work, regional, intra and Interstate travel may be required. Engagement in this role will be subject to a satisfactory Department for Communities and Social Inclusion background screening check. Each position will be subject to achieving key performance outcomes that will be reviewed annually. There are various locations for the role, including Adelaide, Noarlunga, Murray Bridge, Port Pirie and Port Lincoln. The identified non-metro locations are preferred, subject to negotiation.

Enquiries:

Dianne Richter, Team Leader Skills and Jobs

8463 5561, dianne.richter@sa.gov.au <https://statedevelopment.sa.gov.au/>

How to Apply:

Applicants are required to submit a curriculum vitae and written application of no more than two pages, demonstrating their suitability for the role by addressing the key selection criteria above, in addition to Section B of the Role Statement (if desired). Applicants are to include the name, address and contact number of three current referees, one being your current line manager.

Applications to Human Resources must be via iworkforSA

Applications close: 14/02/2018 6:00 PM

Attachments:- [ASO6 Pathways Coordinator Role statement - OSM.pdf](#)

Flexibility Statement

The South Australian public sector promotes diversity and flexible ways of working including part-time. Applicants are encouraged to discuss the flexible working arrangements for this role.

Are you a **job seeker** interested in working in the disability sector?

Are you an **employer** in the disability sector looking to hire staff?

Connect now with your local Disability Workforce Hub. Find out more at: mysupportmychoice.sa.gov.au

Disability Workforce Hub

 Government of South Australia

For more information about the Disability Workforce Hubs visit [HERE](#).

Alternatively, you can contact your local Disability Workforce Coordinator Larissa Mackrill on 1300 742 414 lmackrill@yorkeandmidnorth.com.au



For all Online Jobs [Click Here:](#)

GRANTS



WYATT'S RURAL & REGIONAL YOUTH EDUCATION FUND

Established in 1886, The Wyatt Trust (Wyatt) is a philanthropic foundation providing opportunities for South Australians to participate in the community and live with dignity and hope. Working in close partnership with a diverse range of organisations and services, Wyatt provides targeted grants in the areas of education, employment, financial wellbeing and housing to assist South Australians experiencing financial hardship.

RURAL & REGIONAL YOUTH EDUCATION FUND

Wyatt is currently seeking applications for one-off projects, programs and activities that support the retention and re-engagement of children and young people in education in rural and regional South Australia.

Wyatt recognises there are additional complexities and barriers for individuals and families outside of metropolitan regions in relation to meeting educational costs, maintaining school engagement and accessing and maximising school-to-work transition pathways. The Rural and Regional Youth Education Fund aims to address some of the immediate education-related barriers for financially vulnerable students in these areas.

Based on a successful partnership model developed with a Lions Club in Western Adelaide through 2016/2017, the fund provides flexible, accessible grants to address student needs as identified by schools and organisations working within rural and regional communities. In addition to providing direct funding, the Rural and Regional Youth Education Fund aims to explore models of engagement, and to foster new connections and relationships in relevant communities around South Australia.

WHAT CAN BE FUNDED?

One-off programs and projects situated outside metropolitan Adelaide that assist Wyatt-eligible students to maintain or re-engage with their education. Grant amounts range from \$1,500 to \$7,000 per project.

Applications can be made by schools or organisations (including primary and secondary schools, flexible learning programs and youth services) supporting children and young people experiencing financial disadvantage, specifically through the public education system in South Australia.

WHAT'S THE PROCESS?

Schools and organisations interested in finding out more or accessing the application form for a one-off grant through this program are encouraged to get in touch with Kate Fenton, Grants Manager at The Wyatt Trust.

T 08 8224 0074 E kfenton@wyatt.org.au

Like us on Facebook



[Career Services Yorke and Mid North](#)

FEEDBACK

Please remember, if you'd like to share an interesting article, piece of information or a useful link please email info@yorkeandmidnorth.com.au so that we can share the great news! We'd love to hear your suggestions.

Contact Us

Phone: 1300 068 531

Fax: (08) 8632 5724

Email: info@yorkeandmidnorth.com.au

Web: www.yorkeandmidnorth.com.au

Post: 85 Ellen Street PORT PIRIE SA 5540

Or drop into one of our offices in Port Pirie, Clare and Kadina.



Career Services Yorke and Mid North is a Member of Career Development Association of Australia.

All members of the CDAA are bound by its Code of Ethics.

Details available [here](#)



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