For young people looking for help with employment, education or training in the Frankston & Mornington Peninsula region
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Updated Information

The 2011/2012 Peninsula Pathways Guide has been reviewed by members of the Peninsula Pathways Association, from schools and various support and education services in the Frankston Mornington Peninsula region. Updates and suggestions made by the group have been used in the booklet. To the best of our knowledge the information is correct, however, if you can identify any information in the 2011/2012 Peninsula Pathways Guide that is incorrect or missing, please notify FMPLLEN on sarah@fmpllen.com.au or Ph: 5975 2445.

It is hoped that you find it useful and that it assists your navigation through the many available choices for young people in relation to education, training, employment, social and welfare support.
TAFE

TAFE (Technical and Further Education) courses are designed to help students to develop vocational skills, make students job ready in an adult environment and/or provide a pathway to further study at a University.

TAFE courses are highly regarded for the training in:
- Apprenticeships
- Accredited certificates, Diplomas and Advanced Diplomas
- Degree and Graduate Certificate courses
- Victorian Certificate of Applied Learning - VCAL
- Victorian Certificate of Education – VCE
- Certificate in General Education – CGEA
- Work education & Transition education – disability specific courses

TAFE Institutes offer a wide range of student support services including:
- Equal Opportunity
- Koorie Liaison Officers
- Pathways from TAFE to University
- Disability Support
- Career & Personal Counsellors
- Fitness Centres
- Bookshops
- Libraries
- Student Associations – Recreation Office
- Childcare
- Student Training Restaurants
- Employment and Recruitment Services

Fees

The fees payable for training depend on whether you are taking up a government funded place, or whether you are paying as a fee for service student.

- If you are paying as a fee for service student, the provider sets the fees. You will need to get information directly from the provider about the fees for your selected course.
- If you are eligible for a government funded place, most of the cost of the course will be covered by the government, and you will pay fees within limits set by the government.
- Higher qualifications: if you already hold a diploma or higher level qualification than the one you want to do, you may have to pay full fees but loans are available. There is also Commonwealth Government funding to help you meet your contribution to course fees.
- Fees are capped: there is a maximum you will pay regardless of how much government subsidised training you complete in a year.

Concessions

- Health Care Card holders: concessions remain for all courses except diplomas and above.
- Apprenticeships and traineeships: concessions remain
- Indigenous students: continue to access concessions at all levels.

FOR UP TO DATE INFORMATION ON ALL FEES GO TO

The Victorian Training Guarantee
There are now an unlimited number of government-subsidised training places available for people who meet the eligibility criteria. A government subsidised training place is one where the tuition fees you are charged by a training provider are regulated by the government. This means the fees are often much lower than you would otherwise pay.

Individuals will be eligible for the Victorian Training Guarantee if they are:
- Aged 15 – 19 years who are undertaking a qualification at any qualification level regardless of prior level of qualification held; or
- Aged 20 – 24 years who are undertaking a qualification higher than the highest qualification they hold.

For more information:
Skills Victoria
Ph: 1300 842 754
www.skills.vic.gov.au
www.tafe.vic.gov.au
Ph: 131 823

Chisholm Institute of TAFE
Chisholm is one of the largest providers of vocational education training in Victoria. At any one time there are up to 40,000 people developing skills at Chisholm in six locations in the south east of Melbourne. Regardless of background, age or education, Chisholm students graduate with relevant workplace skills, industry knowledge and real employment options.

Berwick TEC
Berwick TEC is an educational facility specifically designed to suit the needs of young people 16–20 who have not completed Year 12 or equivalent qualifications. Students can complete VCAL Year 11 and 12 and a pre-apprenticeship, or similar qualification, in a single package, or move straight into the pathway of pre-apprenticeships, apprenticeships and similar qualifications.
Ph: 1800 THE TEC (1800 843 832)
www.berwicktec.edu.au

Campus Locations and Contacts
Berwick - 25 Kangan Drive
Ph: 1300 CHISHOLM (1300 2447 4656)

Berwick TEC - 25 Kangan Drive
Ph: 1800 THE TEC (1800 843 832)

Cranbourne - 2 New Holland Drive
Ph: 1300 CHISHOLM (1300 2447 4656)

Dandenong - 121 Stud Road
Ph: 1300 CHISHOLM (1300 2447 4656)

Frankston - Fletcher Road
Ph: 1300 CHISHOLM (1300 2447 4656)

Mornington Peninsula - Boneo Road
Ph: 5950 2000

Wonthaggi - Cnr White Road & South Dudley Road
Ph: 5671 2300

Ph: 1300 CHISHOLM (1300 2447 4656)
www.chisholm.edu.au
Holmesglen Institute of TAFE
Holmesglen is a leader in vocational and higher education, and the largest provider of TAFE in Victoria. Currently Holmesglen offers over 600 different courses across 16 study areas to more than 50,000 students. Courses offered by Holmesglen are especially suited to those interested in receiving a practical education with hands-on skills and experience. Students are also exposed to industry professionals through teachers, contacts and industry placements. Holmesglen can also provide a pathway to further TAFE and university study, giving students the opportunity to progress their studies from certificate to diploma or degree.

Campus Locations and Contacts
Chadstone - Batesford Road
Moorabbin - 488 South Road
Waverly - 585 Waverley Road
Ph: 9564 1555 – all campuses
www.holmesglen.vic.edu.au
info@holmesglen.edu.au

Community VCAL Providers
Peninsula Training and Employment Program (PTEP)
Hastings 10 Pound Rd
Ph: 59864623
Mornington - 43 Mitchell St
Ph: 0447040999
Rosebud - 1/10 Ninth Avenue
Ph: 5986 4623
enquire@ptep.com.au
www.ptep.com.au

SkillsPlus Ltd
Level 1, 54-58 Wells Street, Frankston
Ph: 9781 3388
enquiries@skillsplus.com.au
www.skillsplus.com.au

The Brotherhood of St Laurence (BSL)
26 High St, Frankston
Ph: 8781 5926
www.bsl.org.au

Community Education

Victorian Certificate of Applied Learning (VCAL)
Victorian Certificate of Applied Learning (VCAL) is a senior school certificate that sits alongside the VCE, providing a pathway for Year 11 and 12 students seeking vocational employment. VCAL is flexible, enabling students to enter and exit each level of the certificate, depending on their learning needs, styles and desired outcome.

VCAL gives practical work-related experience and includes:
- Literacy & Numeracy
- Personal development skills
- Work related skills
- Industry specific skills

VCAL can be completed in a school, TAFE or community setting.
Certificate in General Education for Adults (CGEA) – Youth stream
CGEA is designed for anyone wishing to improve and develop their English, Maths and general learning skills in a friendly, informal environment. The course caters for different needs and abilities, from beginners to more advanced and early school leavers. This is an accredited course that can lead to improved work opportunities, further study and other courses.

CGEA Providers

Community One Inc
Cnr Dominion Road & Esplanade, Mount Martha
Ph: 5974 2092
info@community1.com.au
www.community1.com.au

PTEP
Hastings - 10 Pound Rd
Ph: 5986 4623

Mornington - 43 Mitchell St
Ph: 0447040999

Rosebud - 1/10 Ninth Ave
Ph: 5986 4623
enquire@ptep.com.au
www.ptep.com.au

SkillsPlus Ltd
Frankston - Level 2, 54-58 Wells Street
Ph: 9781 3388
enquiries@skillsplus.com.au
www.skillsplus.com.au

Rosebud - 13 Ninth Ave
Ph: 5982 0300
Rosebud@skillsplus.com.au
www.skillsplus.com.au

OzChild
405 Nepean Highway, Frankston
Ph: 8796 1300
training@ozchild.org.au
www.ozchild.org.au

The Brotherhood of St Laurence (BSL)
Hastings
Ph: Judy Roberts 8781 5900

Chisholm TAFE - Freshstart
Frankston & Mornington Peninsula locations
gill.cowen@chisholm.edu.au
Ph: 1300 244 746

Short Courses
Short courses can be a good option if you are waiting to start a course or you want to improve your skills in a certain area. Often short courses and programs can involve a minimum fee. www.shortcourses.vic.gov.au

Community and Neighbourhood Houses, local TAFE’s, Registered Training Organisations (RTO) and Group Training Organisations (GTO) all offer short courses.

Community and Neighbourhood Houses
Community and Neighbourhood houses offer a variety of accredited and non accredited programs and short courses.

Belvedere Community House
36 Belvedere Road, Seaford
Ph: 9776 8922
belvedere36@bigpond.com www.belvedere.org.au/

Bentons Square Community Centre
Bentons Square, 145 Bentons Road, Mornington
Ph: 5977 2468
communitycentre@bentonssquare.org.au
http://bentonssquarecc.wikispaces.com

Community One Inc
Cnr Esplanade & Dominion Rd, Mt Martha
Ph: 5974 2092
info@community1.com.au
www.community1.com.au
Crib Point Community House  
7 Park Rd, Crib Point  
Ph: 5983 9888  
info@cpch.org.au  
www.cpch.org.au

Dromana Community House  
15 Gibson St, Dromana  
Ph: 5987 2631  
info@dromanacommunityhouse.org.au  
www.dromanacommunityhouse.org.au/

Good Shepherd Community House  
Good Shepherd Youth & Family Service  
Wallaroo Community Centre  
6 Wallaroo Place, Hastings  
Ph: 5970 7000  
5970 7000  
peninsula@goodshepvic.org.au

Hastings Community House  
185 High St., Hastings  
Ph: 5979 2918  
hch@people.net.au  
www.hastingschi.com.au

Karingal Neighbourhood House  
103 Ashley Ave, Frankston  
Ph: 8786 6656  
karingal@satlink.com.au  
www.karingalplace.com

Langwarrin Community Centre  
2 Lang Road, Langwarrin  
Ph: 9789 7653  
langcom@satlink.com.au  
www.langwarrincc.org.au

Lyrebird Community Centre  
203 -205 Lyrebird Drive, Carrum Downs  
Ph: 9782 0133  
admin@lyrebird.org.au  
www.lyrebird.org.au

Orwil Street Community House  
16 Orwil St, Frankston  
Ph: 9783 5073  
info@orwilst.org.au  
www.orwilst.org.au

Mahogany Neighbourhood Centre  
26 Mahogany Ave, Frankston North  
Ph: 9786 1445  
mahogany@optusnet.com.au  
www.mahogany.org.au

Mornington Community Contact  
9-11 Albert St, Mornington  
Ph: 5975 4772  
mcci@satlink.com.au  
www.morningtoncci.com.au

Mt Eliza Village Neighbourhood Centre  
90-100 Canadian Bay Road, Mt Eliza  
Ph: 9787 8160  
mail@mevnci.com.au  
www.mevnci.org.au

Rosebud Community Centre  
111 Boneo Road, Rosebud  
Ph: 5986 5882

Rye Beach Community House  
27 Nelson Street, Rye  
Ph: 5985 4462  
ryehouse@netspace.net.au  
www.ryehouse.com.au

Rye Youth Centre  
Rowsley Reserve, Melbourne Road  
Rye  
Ph: 5985 9101

Somerville Community House  
14 Edward Street, Somerville  
Ph: 5977 8330  
somervi@bigpond.net.au  
www.somervillecommunityhouse.com.au

Sorrento Youth and Community Centre  
David MacFarlan Reserve,  
860-868 Melbourne Rd, Sorrento  
Ph: 5984 3360  
promotions@sorrentocc.org.au  
www.sorrentocc.org.au
Distance Education Courses
Distance Education brings the class room to you, wherever and whenever you want. The qualification is identical to the one you receive from on-campus study.

Distance Education Victoria
Ph: 1800 133 511 (Toll free within Vic)
http://www.distance.vic.edu.au

SEEK Learning
Seek Learning has a range of distance education courses which include both online courses and correspondence course.

Distance Education Courses include:
- Undergraduate Degrees
- Postgraduate Courses
- Diplomas
- Certificates
- TESOL Courses
- IT Certifications

Ph: 1800 89 1011

Open Universities Australia (OUA)
Open Universities Australia is owned by seven universities and is Australia’s fastest growing online higher education service.

Over 110,000 people have studied through OUA since its inception in 1993. OUA offers 900 units and 60 qualifications from 15 universities and TAFE colleges.

Ph: 1300 36 36 52
www.open.edu.au

Other courses
The courses listed below are designed for students who need a short break from traditional schooling.

Hand Brake Turn, Dandenong
Hand Brake Turn gives young people a real opportunity to get their lives on track and carve out a successful pathway for the future. As a Registered Training Organisation (RTO), they provide the opportunity to complete an automotive course with a Certificate I in Automotive. There are 5 courses each year.
Ph: 9793 1466
hbt.dan@concernaustralia.org.au

Operation Newstart
Operation Newstart is an intensive program for students and youths aged 13-17 years, at educational risk in Frankston and the Mornington Peninsula Shire. It is a partnership between the Department of Education & Early Childhood Development (DEECD) and Victoria Police and aims to assist young people to find their pathway to education or training.

Operation Newstart involves participants in a range of activities with an outdoor focus, which aims to improve self-esteem, develop individual and team skills, address drug related issues and allows for participants to gain qualifications

Andrew Wisken
Ph: 0439 151 479
awisken@mounterin.vic.edu.au
http://onv.org.au/

Rob Ramsay
Ph: 0419 332 585
robramsay@mounterin.vic.edu.au
http://onv.org.au/
Circuit Breaker
Circuit Breaker is a program for students at risk of being excluded or expelled from their main stream school setting. It is a shared program where students participate in a short term (Approx. 10 wks) alternative learning program provided by the Distance Education Centre Victoria, whilst the mainstream school works with the student to address underlying causes of problems.

Ph: 8480 0227
lwilliams@distance.vic.edu.au
www.distance.vic.edu.au

Chisholm TAFE – X-Press Program
The Xpress program is aimed at 15-19 year olds currently at risk of leaving the mainstream education system; it provides an alternative for one term of the school year. The course combines elements of personal development focusing on communication and personal effectiveness where the student is encouraged to make decisions that will promote positive outcomes in terms of future pathways.
The course aims to develop a positive view for students of their future options and directions, in relation to returning to study or undertaking a pathway toward rewarding career options.

Mornington Peninsula
Ph: 5950 2000

Frankston
Ph: 9238 8186

Mornington Peninsula Youth Enterprises (MPYE)
MPYE offers a range of training focusing on building employment related skills. Training is flexible and can be customized to suit specialised training needs.

MPYE maintains a strong and primary commitment to support young people who are the most disadvantaged, especially those who have been deprived of a stable family life and opportunities for education and training.

Courses include Certificates of Attainment in Horticulture, First Aid, Occupational Health and Safety, use of Chainsaws, Ride on Mowers and other small equipment. Activities include Art, Metal Work, Wood Work and Environmental and Nursery Work. All supervision is provided by qualified trainers that have gained competency in Certificate IV in Training and Assessment (TAA40104).

Ph: 5977 2976
mpyeinc@bigpond.com
www.mpye.org.au

PTEP BOOST Program
Brief Out Of School Training (BOOST) is a semester length program focusing on literacy, numeracy and woodwork. It is aimed at 14 - 15 yo at risk students and is delivered off site. Its goal is to get students back to school with greater motivation and improved literacy and numeracy skills. It also assists students to identify vocational pathways.

Ph: 5986 4623
enquire@ptep.com.au
www.ptep.com.au

Southland Central Reengagement Program
This program provides opportunities for young people who have disengaged from education to reconnect, working with them in either small groups or individually. The group is located in Frankston, but also operates out of Cheltenham Library. Young people between the ages of 8 - 17 years are eligible to apply, and the program allows students to continue into VCE. The program is being delivered by Annette Scales from Access Yea Community Education (AYCE), with an individual program designed to meet the needs of the students.

Referrals to the program should be made via Bob Stephens, Assistant Regional Director Southern Metropolitan Region Department of Education and Early Childhood Development
PO Box 5, Dandenong VIC 3175
Fax - 9794 3500
Apprenticeships & Traineeships

Traineeships
All non-trade based occupations are completed over 1 to 2 years full or part time. Training may be totally on the job or a combination of on and off the job (e.g. retail, finance, real estate).

Apprenticeships
There are apprenticeships in more than 500 occupations, which means you can do almost anything. It’s a great way to get a head start on a career, at the moment there are 400,000 apprentices in training around the country.... and you’re earning while you’re learning.

Apprenticeships can be
- Full-time
- School Based (Part-time)
- Accessed through a group training arrangement or directly employed
- Australian apprenticeships can be a pathway to further education and training opportunities such as a university degree or other tertiary qualifications.

Most apprenticeships such as mechanical, hairdressing and carpentry are completed over 3 or 4 years full time. Training can be on the job or a combination of on and off the job. TAFE colleges and other approved Registered Training Organisations (RTOs) provide the off-the-job training.

To get an apprenticeship you need to find an employer who is willing to employ you as an apprentice. You can find an employer by contacting:
- Group Training Organisations
- Australian Apprenticeship Centres
- Centrelink Offices
- Job Services Australia providers
- Cold calling employers in industries where you would like to work
- Search advertised job vacancies

Who is eligible?
Apprenticeships are available to anyone of working age and do not require any entry qualifications (permanent residents and permanent visa holders included).

Some trades will require you to undertake a pre apprenticeship course before commencing your apprenticeship. Electrician and carpentry apprentices will often have to undertake a “pre app” course before being employed.

You can be a school-leaver, re-entering the workforce or simply wishing to change careers. You do not have to be registered with Centrelink or be unemployed.
**Pre-Apprenticeships**
Pre-apprenticeships or 'pre apps' can increase young people's chances of gaining an apprenticeship, as they provide a head start on an Apprenticeship. Some industries will now only employ apprentices who have completed a pre-app. Most pre apps begin at either the start or the middle of the year and are commonly completed over 16 weeks.

**School Based Apprenticeships and Traineeships (SBAT)**
SBATs, often called part time apprenticeships, allow students over 15 years of age to work as paid part-time trainees or apprentices whilst completing Year 10, VCE or VCAL.

The student requires a minimum of one day a week available for work (out of school) structured trade specific training. The student will earn credits towards reducing their apprenticeship once school has been exited.

**Australian Apprenticeship Centres**
Australian Apprenticeships Centres (AACs), offer assistance to the public on any apprenticeship or traineeship matter. This service is provided under contract, on behalf of the Australian Government. The AAC field staff will visit apprentices and employers in the workplace and provide a free, impartial advice and support service throughout Victoria and Australia.

Ph: 13 38 73  
www.australianapprenticeships.gov.au  
www.jobpathways.com.au  

The following are Local AAC. Some are also Group Training Organisations:

**MEGT**
13A Central Avenue, Moorabbin  
Ph: 9532 3913  
Ph Hotline: 13 MEGT (13 6348)  
moorabbin@megt.com.au  
www.megt.com.au

**Sarina Russo Apprenticeship Services**
Ground Floor, 405 Nepean Hwy, Frankston  
Ph: 0409 564 821  
Ph Hotline: 1300 178 176  
harrisons@sarinarusso.com.au  
Asv_admin@sarinarusso.com.au  
www.sarinarusso.com.au

**Victorian Employers Chamber of Commerce & Industry**
138 Young Street, Frankston  
Ph: 9783 5956  
Ph Hotline: 1300 365 336  
apprenticeships@vecci.org.au  
www.vecci.org.au
**Group Training**

Group Training Organisations (GTO) employ and place apprentices and trainees with suitable host employers in order to gain their trade experience.

Registered Training Organisations (RTO) provide the official training that apprentices are required to undertake in order to earn their qualification.

**Group Training Australia**

Group Training Australia looks after most of the Group Training schemes in Victoria. It is a good place to contact if you need more information on Group Training schemes.

**Ph:** 9639 3955  
**staff@gtavic.asn.au**  
**www.gtaltd.com.au**

In addition to the four AACs already listed, other local GTOs and RTOs that may be able to assist are:

**AFL Sports Ready Ltd**  
M.C.G Great Southern Stand, Melbourne  
**Ph:** 8663 3032  
**Mob:** 0418 109 704  
**peter.filandia@aflsportsready.com.au**  
**www.aflsportsready.com.au**

**FS Learning**  
1st Floor, 109 Main Street, Mornington  
**Ph:** 1300 730 388  
**mail@fslearning.com.au**  
**www.franklynscholar.com.au**

**Housing Industry Association Ltd (HIA Apprentices Group)**  
70 Jolimont Street, Jolimont  
**Ph:** 9280 8200  
**c.fortune@hia.com.au**  

**Link Employment & Training**  
Suite 7 Brockwood House  
424 Nepean Hwy, Frankston  
**Ph:** 1300 135 008  
**manager@linkemploy.org.au**  
**www.linkemploy.org.au**

**Master Plumbers & Mechanical Services Association**  
525 King Street, West Melbourne  
**Ph:** 9329 9622  
**info@mpmsaa.org.au**  
**www.plumber.com.au**

**Southern Suburbs Group Training (SSGT)**  
Suite 2/12 Jamieson Street, Cheltenham  
**Ph:** 9583 9444  
**shey@ssgt.com.au**  
**www.ssgt.com.au**

**Victorian Automotive Chamber of Commerce VACC Apprenticeship Scheme**  
464 St Kilda Road, Melbourne  
**Ph:** 9829 1131  
**rwalker@vacc.com.au**  
**www.autoapprenticeships.com.au**

**370 Degrees Traineeships**  
**Ph:** 9389 9942  
**www.370degrees.com.au**
Employment

Job Services Australia (JSA)
JSA is a combination of private and government organisations designed to help people find a job. To be eligible you must be a registered jobseeker with Centrelink and have a Job Seeker Identification (JSID).
You should contact a local Job Services Australia Member to register online for Job Search.
Job Search is a free service that;
- Helps you to find jobs
- Registers your resume online
- Matches your job selections with a range of suitable jobs
- Job Placement – matching unemployed people to jobs
- Intensive Support - training in job search skills, resume preparation, interview skills, etc
- Assistance to disadvantaged job seekers to address barriers to employment
www.jobsearch.gov.au

Service Providers

SkillsPlus & Adult Multicultural Education Services (AMES)
31 Playne Street, Frankston
Ph: 9784 0400
enquiries@skillsplus.com.au
www.skillsplus.com.au

13 Ninth Avenue, Rosebud
Ph: 5982 0300
rosebud@skillsplus.com.au
www.skillsplus.com.au

MAX Employment
Ground Floor, 405 Nepean Hwy, Frankston
Ph: 9781 5100
www.maxemployment.com.au

ORS Employment Services
www.orsgroup.com.au

Suite A, Level 1, 109 High Street, Hastings
Ph: 5979 3466
hastingsjobs@orsgroup.com.au

Ground Floor, 20 Davey St, Frankston
Ph: 9769 6799
frankstonjobs@orsgroup.com.au

Suite 18 & 2, 311-313 Main Street, Mornington
Ph: 5999 5000

Sarina Russo Job Access (Australia) Pty
www.sarinarusso.com.au

Ground Floor South, 405 Nepean Hwy, Frankston
Ph: 8781 3600
frankston@sarinarusso.com.au

Shop 1 & 6, 184 Salmon Street, Hastings
Ph: 5970 7199
hastings@sarinarusso.com.au

1/843-849 Point Nepean Road, Rosebud
Ph: 5986 9300
rosebud@sarinarusso.com.au
The Salvation Army Employment Plus
www.employmentplus.com.au

32 Playne St, Frankston
Ph: 9514 6400
Frankston_eplus@aep.salvationarmy.org

234 Main Street, Mornington
Ph: 59768796
mornington_eplus@aep.salvationarmy.org

17-19 Ninth Ave, Rosebud
Ph: 9514 6400

WISE Employment
www.wiseemployment.com.au
Landmark Corporate Building, Level 2, 454 Nepean Highway, Frankston
Ph: 9770 5211
frankston@wiseemployment.com.au

CRS Australia
CRS assists jobseekers with an injury or health condition
terry.edwards@crsaustralia.gov.au
www.crsaustralia.gov.au
Ph: 1800 277 277

Landmark Corporate Building, Level 3, 454 Nepean Hwy, Frankston
Ph: 9293 7400

1703 Point Nepean Rd, Rosebud West
Ph: 5950 3555

Fitted for Work (FFW)
A volunteer not for profit community organisation, FFW, assists women of all ages to enter the workforce by providing free business clothing and one-on-one coaching on self presentation and interview skills. Clients are referred to FFW from Job Services Australia providers or through their school (clients cannot self refer).

For further information contact:

Rosebud
Suite 8, 869 Point Nepean Road, Rosebud
Ph: 03 5982 3157
rosebud@fittedforwork.org

Frankston
14 Keys Street, Frankston
Ph: 03 9770 0220
frankston@fittedforwork.org

www.fittedforwork.org

Employment Conditions

Australian Government Fairwork Ombudsmen
http://www.fairwork.gov.au

WorkSafe Victoria
Ph: 1800 136 089 or 9641 1444
info@worksafe.vic.gov.au
www.workcover.vic.gov.au
Employability Skills

Employability skills are generic skills or capabilities that employers are looking for in potential employees – you are likely to be asked about these skills in an interview. There are 8 key employability skills (see table) and there are also a range of personal attributes that contribute to overall employability, such as:

- Loyalty
- Enthusiasm
- Positive Attitude
- Honesty
- Reliability
- Personal Presentation
- Commitment
- Motivation
- Adaptability

<table>
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<th>Skill</th>
<th>Example</th>
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<th>Example</th>
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<tbody>
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<td>1. Communication</td>
<td>• Listening and understanding</td>
<td>2. Teamwork</td>
<td>• Working with people of different ages, gender, race etc</td>
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<tr>
<td></td>
<td>• Speaking clearly and directly</td>
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<td>• Knowing how to define a role as part of a team</td>
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<td>• Identifying the strengths of team members</td>
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<td>3. Problem Solving</td>
<td>• Developing creative and practical solutions</td>
<td>4. Planning &amp; Organising</td>
<td>• Managing time and priorities – setting timelines, coordinating tasks</td>
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<td>• Solving problems in teams</td>
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<td>• Establishing goals and a working plan</td>
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<td>• Applying a range of strategies</td>
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<td>5. Self Management</td>
<td>• Having personal goals (study, work etc)</td>
<td>6. Learning</td>
<td>• Having enthusiasm for ongoing learning</td>
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<td>• Evaluating and monitoring your own performance</td>
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<td>• Being willing to learn in different settings – i.e. on and off the job</td>
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<td>• Taking responsibility</td>
<td></td>
<td>• Being open to new ideas and techniques</td>
</tr>
<tr>
<td>7. Using Technology</td>
<td>• Having a range of basic IT skills</td>
<td>8. Using Initiative</td>
<td>• Being creative</td>
</tr>
<tr>
<td></td>
<td>• Using IT to organise data</td>
<td></td>
<td>• Identifying new opportunities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Translating ideas into action</td>
</tr>
</tbody>
</table>
Local job prospects – Where are the jobs?

There are a range of industry areas that are currently experiencing skill shortages or high demand for employees in particular occupations. There are generally good employment opportunities in these areas with vacancies for applicants who have completed the right training. Some of the skills shortage areas are:

- Community Services and Health
- Government & Community Safety
- Transport and Logistics
- Construction & Property Services
- Manufacturing
- Service Industry

Here is a list of some occupations which are in particularly high demand in our local area (Frankston and Mornington Peninsula):

<table>
<thead>
<tr>
<th>Industry Area</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Community Services &amp; Health</td>
<td>• Child Care&lt;br&gt;Assistant/Worker&lt;br&gt;• Aged Care/Registered Nurses&lt;br&gt;• Allied Health Professionals (occupational therapists, physiotherapists etc)&lt;br&gt;• Social Workers</td>
</tr>
<tr>
<td>2. Construction &amp; Property Services</td>
<td>• Painters&lt;br&gt;• Roof Tilers&lt;br&gt;• Wall Tilers&lt;br&gt;• Bricklayers&lt;br&gt;• Estimators&lt;br&gt;• Draft Person&lt;br&gt;• Real Estate Salesperson&lt;br&gt;• Cleaners</td>
</tr>
<tr>
<td>3. Government &amp; Community Safety</td>
<td>• Planners (LG)&lt;br&gt;• Maternal &amp; Child Health Nurses (LG)&lt;br&gt;• Engineers (Traffic &amp; Road, LG)&lt;br&gt;• Town Planners (LG)&lt;br&gt;• Building Surveyors (LG)&lt;br&gt;• Navy Marine Technicians&lt;br&gt;• Technician Trades – All defence forces&lt;br&gt;• Logistics - Army&lt;br&gt;• Secondary Teachers – Maths and Science</td>
</tr>
<tr>
<td>4. Manufacturing</td>
<td>• Fitter and Turner&lt;br&gt;• Boiler maker/welder&lt;br&gt;• Electricians&lt;br&gt;• Engineers&lt;br&gt;• Forklift drivers&lt;br&gt;• Warehouse staff&lt;br&gt;• Machine operators</td>
</tr>
<tr>
<td>5. Transport &amp; Logistics</td>
<td>• Truck Drivers&lt;br&gt;• Fork Lift Drivers</td>
</tr>
<tr>
<td>6. Service Industry</td>
<td>• Chefs&lt;br&gt;• Pastry Cooks&lt;br&gt;• Bakers&lt;br&gt;• Butchers&lt;br&gt;• Waiters&lt;br&gt;• Retail Sales Staff</td>
</tr>
</tbody>
</table>

Source: Regional Industry Career Adviser Environmental Scan, 2009.
Centrelink

Centrelink is an Australian Government agency that delivers payments and services for a number of government departments. Centrelink advises customers about relevant payment and service options including referrals to providers of Australian Government employment services. These services can assist you to improve your chances of getting a job, accessing study, training, English language tuition and work experience placements, build your skills and confidence for work, undertake community work and ultimately help you become financially independent.

<table>
<thead>
<tr>
<th>Type of support/organization</th>
<th>How it can assist you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centrelink Concession Card</td>
<td>There are a number of Centrelink concession cards that may provide you with access to Australian government concessions. State, territory and local governments, and some local providers may offer additional concessions to card holders. For more information see the brochure A guide to Centrelink concession cards available at <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a></td>
</tr>
<tr>
<td>Disability Support Pension</td>
<td>Assists you if you have disability, illness or injury that prevents you from working 15 hours or more a week in the next two years or being retrained for work within the next two years. For more information visit <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a> or call 13 2717.</td>
</tr>
<tr>
<td>Job Search Facilities</td>
<td>Provides you with facilities to find and pursue employment vacancies. For more information visit <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a> or call 13 2850.</td>
</tr>
<tr>
<td>Newstart Allowance</td>
<td>Assists you while you are looking for work or participating in approved training. For more information visit <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a> or call 13 2850.</td>
</tr>
<tr>
<td>Reconnect</td>
<td>Assists you to reconcile with your family if you 12 to 18 years of age and homeless or at risk of becoming homeless. For more information visit <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a> or call 13 1794.</td>
</tr>
<tr>
<td>Rent Assistance</td>
<td>If you are paying rent and receiving a payment from Centrelink, you may be entitled to Rent Assistance. Rent can include private rent, lodging and board and lodging. For more information visit <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a></td>
</tr>
<tr>
<td>Services for Aboriginal and Torres Strait Islander peoples</td>
<td>Centrelink has many services available to assist you if you are Aboriginal or Torres Strait Islander. Specialist staff are located across the Centrelink Customer Service Centre network who can assist you to access our services and receive correct entitlements if you are Indigenous. For more information visit <a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a> or call the Indigenous Call Centre on 13 6380.</td>
</tr>
</tbody>
</table>
Services for Multicultural Australia
Centrelink has an active program that provides services and information to customers from non-English speaking backgrounds. Centrelink can arrange an interpreter or the translation of documents for business with Centrelink, free of charge. To speak to Centrelink in your own language call 13 1202.

Social Workers
Centrelink’s Social Work Service offers you personal counselling and support in difficult times, such as domestic and family violence, severe financial hardship, homelessness, loss and bereavement. For more information visit www.centrelink.gov.au or call 13 1794.

Youth Allowance
Assists you if you are 16 to 24 years of age and studying full-time, undertaking a full-time Australian Apprenticeship or 16 to 20 years of age and looking for work or undertaking approved activities. For more information visit www.centrelink.gov.au or call 13 2490.

eServices
Centrelink continues to increase the number of ways that you can contact and do business with them. A growing number of Centrelink services are available online and over the phone. Centrelink eServices is a quick and convenient way to claim a payment, report, update or view your personal details without having to speak to a Centrelink Customer Service Adviser or visit a Customer Service Centre. You need to register to access these services.

For more information visit www.centrelink.gov.au or ask a Customer Service Adviser.

Centrelink Customer Service Centres
Centrelink Frankston 1st Floor, Cnr Davey and Young Streets, Frankston
Centrelink Hastings 113 High Street, Hastings
Centrelink Mornington 113 Main Street, Mornington
Centrelink Rosebud 3 Jetty Road, Rosebud

Disclaimer
The information provided is intended as a guide only to payments and services. It is your responsibility to decide if you wish to apply for a payment and to make an application, with regard to your particular circumstances.

The information is accurate as at October 2009. If you refer to this information after that date, please check with Centrelink that the details are current.
Peninsula Youth Connections
Peninsula Youth Connections assists young people between 13 and 19 yrs who are most at risk of disengaging from education or training and therefore not attaining Year 12 or equivalent and not making a successful transition into further study, training or work.

Their programs work with a spectrum of at-risk youth, from those at risk of disengaging from school through to those who are severely disengaged from education, family and community. It is flexible and tailored to the young person’s personal situation and circumstances. It aims to build their resilience, develop their personal skills and improve their wellbeing.

Brotherhood of St Laurence
Frankston High Street Centre
24–26 High Street
Frankston Vic. 3199
Phone: 1800 224 557
Email: youthconnections@bsl.org.au

Council Youth Services

Frankston City Council
The Frankston City Council offers a range of youth services and programs through the Frankston Youth Resource Centre (YRC) & Mobile Youth Centre (WHAT Truck) for young people living in and around Frankston City.

YRC is located at the corner of Ross Smith Ave & Olsen Street in Frankston (next to Trigger Brothers) and offers free youth support and educational services including:

- Confidential Youth Counselling
- Information, assistance and referral on issues such as income, employment, drugs & alcohol, and accommodation
- Maternal & Child Health Nurse

- FRESH – Youth music, entertainment and activities
- In School and Outside of School Hours Youth Programs
- Guys and Girls Groups
- Cooking Group
- Annual Camp
- The WHAT Truck - Mobile Youth Centre
- Internet access, laser printer, fax and phone access
- L2P learner driver program - a program that matches volunteer driving mentors to young learner drivers who have difficulty achieving their 120 hours of driving practice.
- Carrum Downs Community Based Youth Engagement Workers
- Psychologist by appointment
- Syringe Program
- Sexual health information and free condoms
- Intake & referral service
- In centre & external school holiday programs

Youth Resource Centre (YRC)
9 Ross Smith Avenue, Frankston
Ph: 9768 1366
http://youth.frankston.vic.gov.au
Mornington Peninsula Shire Youth Strategic Planning and Support (MPYS)
The Mornington Peninsula Shire offers a range of youth services for young people (10-25 years) living within the shire.

MPYS has two service centres where information, support, advice & activities can be accessed, as well as a Mobile Youth Centre which travels to schools and some of the more remote areas of the Peninsula. MPYS offers a range of services and programs including:

- **MPYS Youth Support – An Assisted Community Referral model** that offers an individual youth support service which provides free information, assistance and referral on issues including income, employment, mental health, drugs, sexual health, alcohol and accommodation

- **Impakt – a music interest group** for 14-21 yr olds. Skills are gained in event management, sound and lighting production, electrical tagging and small business management. The group plans, organises and runs a minimum of 5 major music events per annum

- **Skate and Create – a resiliency and relationship building program**

- **Breakloose – a hip hop, arts and music program**

- **Kaleidoscope – a gay straight alliance group**

- **Body Image Programs**

- **Outside of School Hours Youth Programs - such as activities every day of the school holidays, and drop-in for free internet, computer access, play station, snooker, table tennis, DVDs, and other games**

- **Youth Law Online – free and confidential legal advice 9611 2412**

- **Beachcomber Mobile Youth Centre** - The bus houses 5 Internet connected computers, a Nintendo Wii, A sound and production mixing desk and speakers and a comfortable lounge area for training sessions

- **In School Youth Programs** – to address issues around, fitness, transition and personal development

- **L2P learner driver program** - a program that matches volunteer driving mentors to young learner drives who have difficulty achieving their 120 hours of driving practice.

Mornington Peninsula Youth Services Centres

Shed 11
11 Marine Parade, Hastings
Ph: 5950 1666

YLounge
1 Nepean Plaza, Rosebud
Ph: 5986 3585

www.m pys.com.au

Young Carers Program
The Young Carers Program aims to support young people up to the age of 25 who provide primary care for a relative or friend who has a disability, mental health illness or is frail with age. The program aims to reduce the risk of the young person leaving school or other education or training settings.

The program assists young people to balance school and their caring roles and to have time out to do things other young people do.

Commonwealth Respite and Carelink Centre, Southern Region
Ph: 1800 052 222
www.carersouth.org.au
Anglicare Victoria
Offers a range of programs to resource and empower children, young people and families to achieve their full potential.

Programs in Frankston and Mornington Peninsula include Linking Youth & Families Together (LYFT) which provides youth focused family therapy related to alcohol and other drugs, Child FIRST and Family Services, Parentzone providing parenting information and groups and a number of community capacity building initiatives.

Frankston
Ph: 9781 6700

Rosebud
Ph: 5982 9900
www.anglicarevic.org.au

Good Shepherd Youth & Family Services
Good Shepherd Youth and Family Services is a community services agency with a commitment to meeting the changing needs of low income communities in Victoria. They work side by side with young people who are disadvantaged, providing a range of services:
- family counselling
- supported accommodation
- 'no interest' loans to teenage foster care
- financial counselling
- emergency housing for victims of domestic violence.

Good Shepherd's services are all provided free and are available in Hastings and also in Collingwood, St Albans, and St Kilda.

1 Church St, Hastings
Ph: 5971 9444
www.goodshepvic.org.au

Peninsula Drug & Alcohol Program (PenDAP)
Offers a range of services to assist young people aged 12-21, experiencing difficulties relating to alcohol or drug use. Services are free and include:
- Youth counselling
- Peer support groups
- Youth outreach – support for young people in their own environment
- Supported accommodation program for young people 16-21 years of age
- Withdrawal & post withdrawal support

PenDAP Services can be accessed by telephone, between 9am-5pm week days, and a walk-in Frankston service which operates between 1.00 – 3.30 pm weekdays

Frankston
(Next to Frankston Hospital)
Ph: 9784 8100

Mornington Peninsula
Ph: 5986 0709

SPLICE of Life Program (SOL)
SOL is an eleven week program suitable for a range of age groups and backgrounds, including 13-16yrs for adolescents and 17-19yrs for young adults. SOL works with the strengths of people and builds confidence, social skills, motivational behaviour, communication skills, resilience, emotional understanding, community participation and creativity. The program is facilitated by an experienced psychologist with an inclusive, positive and optimistic approach.

Ph: 5986 1039 or 0419 493 346
admin@splicefoundation.org.au
www.splicefoundation.org.au/programs_services.php

www.anglicarevic.org.au
**Headspace Peninsula**
Headspace is a youth health service for young people 12-25, and provides access to a range of services in a youth friendly environment. They have a particular focus on early intervention, mental health, and also provide training and community awareness regarding this area. All workers are experienced and provide a confidential service including:
- GP clinic
- Psychologists and psychiatrist
- On site professionals
- Referrals to further support
All client services are at no cost.

Level 1, 12 Keys Street, Frankston
**Ph:** 9769 6419
[headspace@peninsulaheadspace.org.au](mailto:headspace@peninsulaheadspace.org.au)

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**Peninsula Youth and Family Services (PYFS)**
Is an agency of the Salvation Army that provides compassionate and confidential services to people in need, who have multiple needs or high levels of disadvantage.

PYFS provide a range of programs for young people including:
- residential youth services
- transitional accommodation support program services
- crisis and support services in Frankston and Rosebud
- domestic violence support
- alcohol and drug support
- health services
- living skills
- mental health services
- crisis supported accommodation services
- Counseling

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**Crisis & Support Services**
37 Ross Smith Avenue, Frankston
**Ph:** 9784 5000 or 1800 802 398
17-19 Ninth Ave, Rosebud
**Ph:** 5986 7122

**PYFS Home Based Care**
750 Nepean Hwy, Mt Martha
**Ph:** 5976 8013

Shop 8/234 Main St, Mornington
**Ph:** 5976 5500

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**PYFS Youth Services**
10 Keys St, Frankston
**Ph:** 0188 9781
[www.salvationarmy.org.au](http://www.salvationarmy.org.au)

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**Youth Support and Advocacy Services (previously Youth Substance Abuse Service) (YSAS)**
YSAS provides a range of services for young people aged 12-25 who are experiencing problems related to alcohol and drug use including;
- Rehabilitation programs
- Supported accommodation
- Outreach services
- Young Parents Support Program
- Specialist Alcohol and other Drug Consultants for young people involved in the child protection system

Level 1, 12 Keys St, Frankston
**Ph:** 9770 5622
**Freecall:** 1800 014 446
[www.ysas.org.au](http://www.ysas.org.au)
[admin@ysas.org.au](mailto:admin@ysas.org.au)
Disability Transition Options, Education & Training

Disability is a very broad term used to describe a whole range of conditions. Generally, people with a disability will consider transition out of school the same way as those without a disability. People with a disability will have some extra things to consider.

How will my disability impact on what I want to do? This question isn’t always easy to answer especially if you are unsure what it is you want to do or you have had limited knowledge of what your choices are.

Here are the three broad types of choices available:

- Further education and training to improve your chances of getting a job
- Look for work
- Participate in activities or programs to develop your skills and confidence to be involved in the community (for people with high support needs)

These options will depend on your individual needs and your choices might change or be more than one of the above at different times in the future.

If you are leaving school early, it is important to prepare for your support needs BEFORE you leave school. Make sure you understand what sort of support is available for you to continue with further education, training or employment. It is your responsibility to tell your chosen education, training or employment support provider about your disability or medical condition as soon as you enroll or register. Make sure that you keep any useful information from your school that may help teachers or other workers give you the support you need.

The following information is intended as a guide only to demonstrate the number of choices there are that can provide support to help you access what interests you. It is important to understand that whatever your disability, you have the right to education, training and employment. The following information will highlight services that can help you in your journey.
Futures for Young Adults Program (FFYA)
The Department of Human Services Futures For Young Adults program provides support to students with a disability to make the transition to post-school options. It is available to eligible students from when they complete their schooling until they turn 21.

To be eligible for FFYA funding the applicant must be:
- 18 years old before 31 December and in their final year of school.
- A resident of Victoria.
- Currently receiving support through the Department of Education & Early Childhood Development (DEECD) Disabilities and Impairments Program or equivalent in the Catholic and Independent sectors.

(If the young person leaves school before they turn 18, they may still be supported by Futures when they turn 18)

Southern Metropolitan
122 Thomas Street, Dandenong
Ph: 1800 131 079
southern.disability@dhs.vic.gov.au

National Disability Coordination Officer Program (NDCO)
The NDCO program aims to assist with the transition of students with a disability through education, training and employment. The NDCO can help with information about transition options, supports and services.

Sally Bailey
National Disability Coordination Officer
Southern Melbourne and Suburbs
Ph: 9784 0400
sbailey@skillsplus.com.au

Education, Training and Vocational Programs
TAFE’s offer programs that aim to maximize opportunities for young people who have a mild intellectual disability or who experience learning and/or social difficulties including:
- Certificate I in Work Education
- Certificate I in Transition Education

Chisholm Institute of TAFE
Silvia Koslow
Ph 9238 8294

Holmesglen Institute of TAFE
Ph 9209-5661
Email: workeducation@holmesglen.edu.au

Transition to Employment (TTE)
The Transition to Employment (TTE) initiative in Victoria is being developed as part of the Futures For Young Adults program (FFYA) and provides a clear pathway for young people with a disability leaving school who are interested in pursuing employment, but who are not yet ready to move into employment or receive assistance through a Commonwealth employment program.

If you are eligible for FFYA, and interested in exploring employment, you may be eligible to access additional funds and supports via a TTE provider to give you an even better chance of achieving your goals.

Future Links Frankston
457 Nepean Hwy, Frankston, VIC 3199
Tel: 9770 1077
Fax: 9770 1177
Email - futurelinks@eastwork.com.au
Help for TAFE/University
Every TAFE/tertiary education institution in Victoria has a disability liaison officer or disability coordination officer to assist you to negotiate access to what you need to achieve your education and training goals. For further information contact your teacher or your preferred TAFE/tertiary institution.

Chisholm Institute of TAFE
Ph: 03 9238 8435
disabilitysupport@chisholm.vic.edu.au
www.chisholm.edu.au

Monash University
Equity and Diversity Centre
Ph: 03 9905 5704
dlu@adm.monash.edu.au
www.adm.monash.edu.au

Assistance with Australian Apprenticeships
Australian Apprenticeships provide nationally recognised qualifications and competencies and offered at all certificate levels up to Advanced Diploma. Once completed the qualification can lead to continued employment, self employment; further training or education.

There may be supports available to assist students with a disability entering into an apprenticeship. Ask your local apprenticeship centre for assistance or Disability Employment Network (see Apprenticeships and Traineeships or Disability Employment Network).

To contact an Australian Apprenticeships Centre, please call the Australian Apprenticeships referral line on 13 38 73.

For contact details and further supports available state wide go to:
Broaden Their Horizons
Disability Employment

Employment Services
Disability Employment Services (DES) provides specialist assistance to job seekers with a disability who require ongoing support to find and maintain employment. DES can also provide assistance to young people who are still completing school.

A job seeker can be referred to DES if they:
- Have permanent (or likely to be permanent) disability
- Have a reduced capacity for communication, learning or mobility
- Require support for more than six months after placement in employment

Service Providers:

Job Focus
8/40 Playne Street, Frankston
Ph: 9781 3933
www.jobfocus.com.au
info@jobfocus.com.au

Paramount Personnel
Suite 8, Level 1, 108-120 Young Street, Frankston
Ph: 9784 3888
www.optionsvic.org.au

Senswide Services
Suite 12-18,108-120 Young St Frankston
Ph: 9783 6618
www.senswide.com.au

Ostara Australia
1529 Point Nepean Road, Rosebud
Ph: 5986 0800

1499 Point Nepean Highway, Rosebud
Ph: 5986 9250

45 Davey St, Frankston
Ph: 9784 6800

Peninsula Healthcare 185 High St, Hastings
Ph: 5979 8275
www.ostara.org.au

Alpha Autism Inc
C/O Statewide Autistic Services
13 Sir Laurence Drive, Seaford
Ph: 9885 2777
www.alpha-autism.org.au

CRS Australia
Landmark Building
Level 3/454 Nepean Hwy, Frankston
Ph: 9293 7400

1703 Point Nepean Rd, Rosebud West
Ph: 5950 3555

ORS
20 Davey St, Frankston
Ph: 9769 6799
frankstonjobs@orsgroup.com.au

Suite A 1/109 High St, Hastings
Ph: 5979 3466
hastingsjobs@orsgroup.com.au

ORS
Suite 1&2 311-313 Main St, Mornington
Ph: 5999 5000
**Skills Plus Ltd**  
31 Playne Street, Frankston  
**Ph:** 9784 0400  
enquiries@skillsplus.com.au

13 Ninth Ave, Rosebud  
**Ph:** 5982 0300  
rosebud@skillsplus.com.au

**WISE Employment**  
Level 2, Landmark Corp Building  
454 Nepean Highway, Frankston  
**Ph:** 9770 5211  
frankston@wiseemployment.com.au

**Future Links Frankston**  
457 Nepean Hwy, Frankston  
**Ph:** 9770 1077  
futurelinks@eastwork.com.au

**Job Access**  
JobAccess is a free, confidential, national online service providing information and expert advice to job seekers and employees with a disability. The Job Access website contains a wealth of information for people with a disability including:  
- things to consider before looking for work  
- how to develop a résumé and prepare for an interview  
- the benefits of disclosing your disability to an employer  
- how to access the different employment services available  
- online workplace adjustment tool to help you find the workplace modifications that are right for you.

**The Workplace Modifications Scheme (WMS)**  
The Workplace Modifications Scheme (WMS) aims to adjust the workplace to suit people with a disability. Funding under the WMS is available to pay the cost of any special equipment or adjustment that is needed to accommodate employees with disability in a job. To be eligible, you must be employed for at least eight hours a week in a job that’s reasonably expected to last 13 weeks or more.

**The Supported Wage System**  
Most Australians who have a disability and participate in the open workforce do so at full rates of pay. But there are some people who find it hard to get or keep a job at full wage rates because their disability affects their level of work productivity.

If this applies to you, you can access a reliable process of productivity-based wage assessment to determine fair pay for fair work. This is called the Supported Wage System.

For information and advice on any employment related topic visit  
**Ph:** 1800 464 800
Australian Disability Enterprises
Australian Disability Enterprises (formerly Business Services) are commercial enterprises whose workforce is predominantly people with disability. Disability Enterprises are especially suited to you if you have higher support needs and require a higher level of ongoing support. www.australiandisabilityenterprises.com.au

Ozanam Enterprises
59 Yuilles Road, Mornington
Ph: 5975 5341
www.ozanamenterprises.org.au

Woorinyan Employment Support Service
13 Joy Street, Frankston
Ph: 9784 3900
www.woorinyan.com.au

What is a Job Capacity Assessment?
If you have a medical condition or problem that prevents you from finding or keeping a job, your employment service provider or Centrelink may refer you for a Job Capacity Assessment. This assessment will help identify what services you need to find a job. It will also ensure your ability to work is determined quickly. Once your capacity for work has been assessed, you will be referred to the employment service that best suits your needs.

To find out more about Job Capacity Assessment contact
Ph: 1300 136 526.
http://www.deewr.gov.au/Employment/Programs/JCA/Pages/default.aspx
Useful Links

                    www.aajobpathways.com.au

                   http://au.fusioninternational.org/index.php?option=com_content&view=article&id=142&Itemid=221

Disability  www.ddaedustandards.info/
               www.jobaccess.gov.au

Education  www.myfuture.edu.au/
               www.curriculum.edu.au/ozjacweb/
               www.youthcentral.vic.gov.au

Employment  www.seek.com.au

Legal  www.youthlaw.asn.au/
       www.police.vic.gov.au
       www.lawstuff.org.au
       www.legalaid.vic.gov.au


Youth Issues  www.reachout.com.au
              www.beyondblue.org.au
              www.druginfo.adf.org.au
General Notes:
Produced by
Frankston Mornington Peninsula Local Learning and Employment Network

This guide was adapted from guides previously produced by the Brotherhood of St Laurence