

Skills Check for Older Workers

Your application approval email will include a link to Harrison testing. This will take around 20-30 minutes and should be completed as soon as you can. See below for how your Career Advisor will work with you.



APPLICATION GUIDE

COMPLETE CAREER ASSESSMENT/S

Online Career Assessments

- **Harrison testing and Cognisess online Career Assessments provide feedback on your strengths, preferences and motivations, and also suggest career options that you may not have considered**
- Results are confidential to you and your advisor.
- Email or phone your Advisor if you have any problem completing the assessments
- Harrison testing takes around 20-30 minutes to complete
- Your Advisor will also look through your feedback reports and note significant points to discuss with you
- **Hint:** browse each report and highlight the points **you** find most relevant and interesting

INITIAL CONTACT

Your Career Advisor will contact you

- Your Career Advisor will phone you to confirm a time for the introductory (Screening) meeting via Zoom, FaceTime or over the phone
- They will also ask you to forward a recent resume or CV before the scheduled meeting

MEETING WITH YOUR CAREER ADVISOR

Introductory (Screening) Interview

- **The purpose of this meeting is to find out about you: your work background, interests and what you want to get out of your Skills Checkpoint experience.** Your up-to-date CV or resume will help us gather information about your career to date
- Your Advisor will ask you about your career so far: jobs, qualifications and experience
- They will want to hear about your strengths and preferences, and any other factors that affect your next career steps
- Your Advisor will explain the next steps in Skills Checkpoint and the Skills and Training Incentive, and answer any questions

REVIEW CAREER PLAN

Review the personalised Career Plan prepared by your Career Advisor

- You will receive your Career Plan by email so that you can read and reflect before discussing it with your Advisor
- The Career Plan incorporates information from discussions with your Advisor, as well as the feedback reports from your career assessments
- It also draws on our understanding of industries and jobs in demand, and skilling and training options for you
- Your Career Advisor will confirm a time to discuss the Career Plan in more detail
- **Hint:** read the Career Plan and highlight key points and what you would like to discuss.

ADVISORY INTERVIEW

Discuss your Career Plan and consider the Skills and Training Incentive

- Your Career Advisor will call you to discuss your Career Plan, its implications and your next steps, including training and education options
- They will explain the **Skills and Training Incentive** that provides a government co-contribution of up to \$2 200 (GST inclusive) **for recommended training and education, and how** it would work for you and your recommended training
- Your Advisor can help you to start the Incentive process
- The Incentive process takes a bit of time as it includes:
 - us entering into a written agreement with the co-contributor (you or the employer if applicable) for the training
 - ensuring the co-contributor understands the cancellation policy of the training provider
 - us invoicing the co-contributor and receiving the contribution
 - us paying the training organisation