



Australian Government

Jobs and Skills Australia

Improving your odds in the labour market

A resource for workers facing retrenchment

Labour Market and Migration Branch

April 2023

This is a difficult time for you and your family

Don't forget to:

- ➔ Talk to your friends and family – don't shut them out
- ➔ Take care of your mental health
- ➔ Seek financial advice



Take advantage of the assistance and advice available to you

If you continue to work, your next job could be different...

- ➡ Different travel times, work culture or salary
- ➡ Casual, part-time or contract work
- ➡ Work in a different job or industry, requiring different skills



The more resilient and flexible you can be, the better

Many large industries have opportunities for job seekers

Big employing industries...

- Health Care and Social Assistance
- Retail Trade
- Construction
- Professional, Scientific and Technical Services
- Education and Training



Jobs being advertised...

- General Clerks
- Sales Assistants
- Registered Nurses
- Software Programmers
- Advertising and Sales Managers
- Labourers
- Waiters
- Aged and Disabled Carers
- Motor Mechanics
- Construction Managers
- Accountants
- Child Carers
- Retail Managers
- Chefs
- Metal Fitters and Machinists

Reminder:

These are just examples. Look broadly, don't limit your job search to one industry!

Employers want the whole package



Education and Training *IS ESSENTIAL*

Post-school education has become increasingly important

Experience *IS NECESSARY*

Australian employers want new staff to have experience

Employability Skills *ARE VITAL*

Employers want the right match for their business

Consider taking this opportunity to upskill

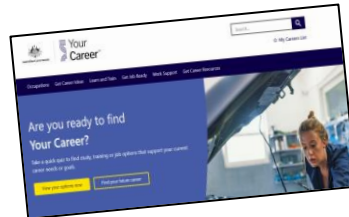
Take stock of your training

- What training have you done?
- Does it need updating?
- Can you apply for Recognition of Prior Learning?
- Can additional training link you to other jobs?



But don't do training for the sake of it, get advice!

Find study options and course information on the [Your Career](#), [Course Seeker](#) and [myskills](#) websites



You have the work experience that employers are looking for

Nearly two-thirds of employers said that relevant experience was essential when hiring. Your work experience shows that:



You have a good work history



You are capable and work-ready



You have references

Remember, you need to explain **how** your experience is relevant to every job you apply for

Your skills, experience and training will benefit other employers...

*For example, a food processing worker has many **transferable skills**:*



...and you may have skills you haven't thought about

Consider doing a skills stocktake:

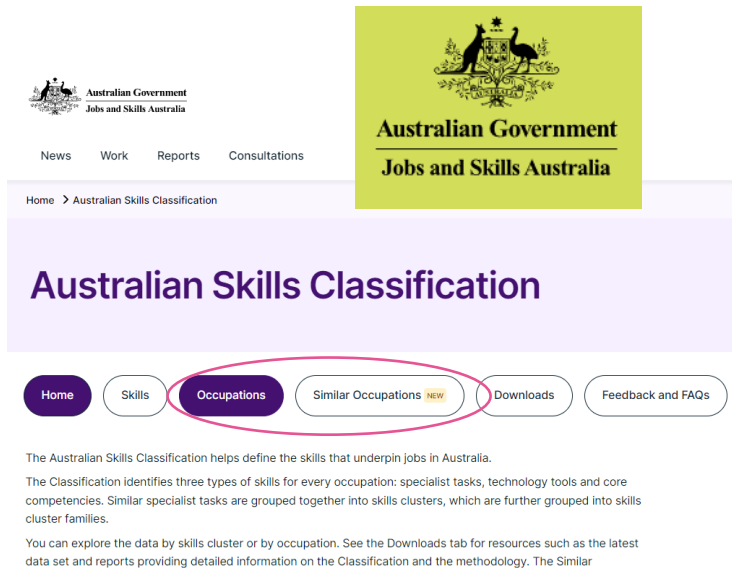
- What skills have you developed in your career?
- What examples can you provide of your skills?
- How do these fit with other jobs?



» The *What's Next* website (whatsnext.dewr.gov.au) can help!

Also visit the Workforce Australia site for help at
www.workforceaustralia.gov.au/

The *Jobs and Skills Australia* website can help you match your interests, skills and experience and provide you with information about your transferable skills



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Home > Australian Skills Classification

Australian Skills Classification

Home Skills **Occupations** Similar Occupations NEW Downloads Feedback and FAQs

The Australian Skills Classification helps define the skills that underpin jobs in Australia.

The Classification identifies three types of skills for every occupation: specialist tasks, technology tools and core competencies. Similar specialist tasks are grouped together into skills clusters, which are further grouped into skills cluster families.

You can explore the data by skills cluster or by occupation. See the Downloads tab for resources such as the latest data set and reports providing detailed information on the Classification and the methodology. The Similar

Child Care Worker

ANZSCO 421111

Provides care and supervision for children in programs, such as long day care and occasional care, in childcare centres, hospitals and educational centres. Registration or licensing may be required.

Teach daily living skills or behaviours	Clean tools or equipment	Arrange childcare or educational settings to ensure physical safety of children	Discuss child development and behaviour with parents or guardians
Assist individuals with accessibility needs	Arrange items for use or display	Provide counsel, comfort or encouragement to individuals or families	Teach health or hygiene practices
Perform administrative or clerical tasks	Perform housekeeping duties		

Check out different occupations and discover:

- Skills and traits required
- Profiles of the jobs
- Job prospects
- Other similar jobs
- ...and much more

Core competency level (out of 10)

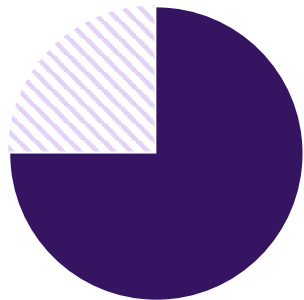
Digital engagement	3	Basic
Numeracy	4	Intermediate
Teamwork	7	Intermediate
Writing	5	Intermediate
Reading	5	Intermediate
Learning	5	Intermediate
Problem solving	5	Intermediate
Oral communication	6	Intermediate
Planning and organising	6	Intermediate
Initiative and innovation	7	Intermediate

Cluster families used by Child Care Worker

	42%	Teaching and education
	17%	Health and care
	12%	Cleaning and maintenance
	6%	Sales and marketing
	5%	Business operations and financial activities
	5%	Records, documentation, reports and

<https://jobsandskills.gov.au/australian-skills-classification>

But qualifications and experience are only part of the story...



75% of employers place at least as much emphasis, if not more, on **personal qualities** than they do on **technical skills**

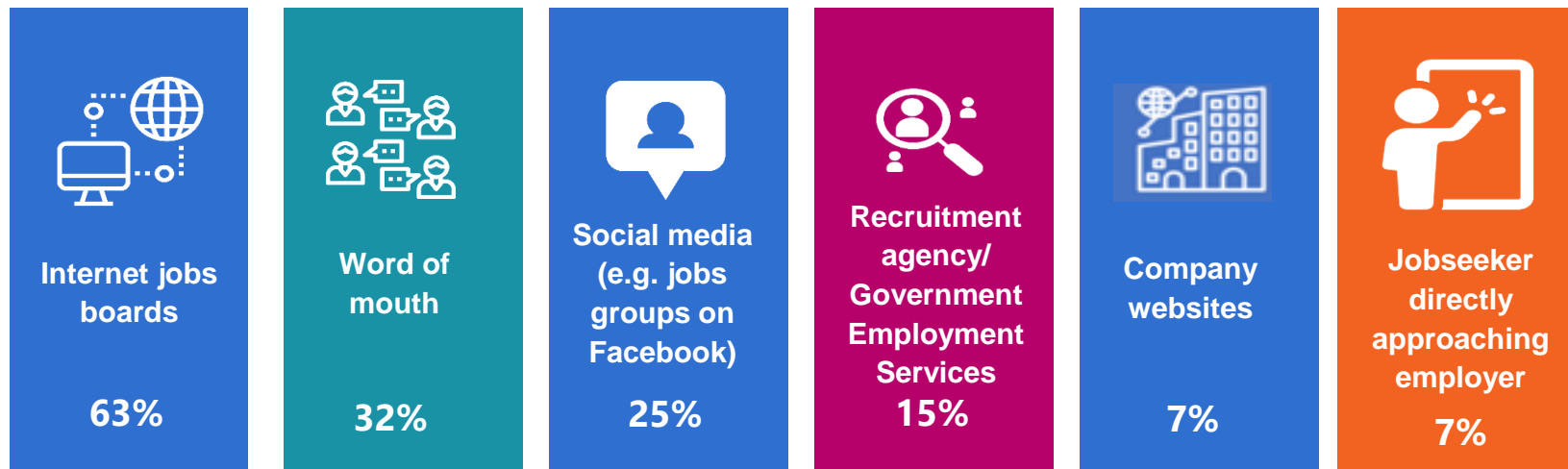
Essential employability skills:

- ✓ Interpersonal & people skills
- ✓ Communication & teamwork skills
- ✓ Enthusiasm & a positive attitude
- ✓ Adaptability & resilience
- ✓ Reliability & motivation
- ✓ Organisation & planning skills

Make sure to highlight your **employability skills** when applying for a job!

Where can you find a job?

How employers recruited in Australia, 12 months to March 2023



Use your networks! Around **one** in **four** employers filled a job with someone they knew.
This is even higher in regional areas.

You need a good résumé and application

- ✓ Research the job and the business beforehand
- ✓ Emphasise your experience and skills – target/tailor your application and résumé to every job
- ✓ Keep your résumé simple and short (2-3 pages)
- ✓ Make sure it's up-to-date with your recent work experience
- ✓ Double- and triple-check spelling and grammar



Give examples from your current job. **Explain** how your skills and experience will allow you to do the job.

Prepare for the interview

- ✓ Practise with family or friends
- ✓ Be on time and dress appropriately
- ✓ Communicate well and be enthusiastic
- ✓ Explain what you can bring to the job
- ✓ Think about examples of your skills and experience
- ✓ Ask questions about the job



Employers want to know who they will be working with!

The interview is your opportunity to make a good first impression

Also be ready to apply online for jobs



Hints for online job applications:

- Make your CV/résumé software friendly by using a simple format and including key words
- Read instructions carefully so you don't miss any steps
- Check that your responses for online applications are well thought out and don't include any errors

Top tips for video interviews:

- Know where you will do a video interview – find a quiet location with a plain backdrop and good lighting
- Dress for success – choose a professional outfit, like you would for an interview in-person
- Test your internet connection, audio and webcam before you start



Some final thoughts...

Think about your skills and training.
Do you need to update or refresh?



Think broadly – the opportunities may not be
where you think they are



Start looking as soon as you can –
it can take time to find a new job



Use the support available to help you in these
difficult times

**Here are some of the many resources
available to help you with your search**



Where you can find more information...

The *Jobs and Skills Australia* website has a range of labour market information that can help.

News **Work** Reports Consultations

Explore

Australian Skills Classification

Explore the Australian Skills Classification (ASC) to see the different skills applied in different occupations and which occupations share similar skills.

[→](#)

Clean Energy Capacity Study

Jobs and Skills Australia (JSA) is preparing a capacity study on the workforce needs for Australia's transition to a clean energy economy.

[→](#)

Employment Region Dashboards and Profiles

JSA develops a range of resources to provide insights on the labour market and employment conditions across Australia.

[→](#)

Internet Vacancy Index

The Internet Vacancy Index (IVI) is a monthly count of online job advertisements. Data are available by occupational groups, skill level groups, state or territory and by regional areas.

[→](#)

Labour Market Updates

JSA analyses different sources of labour market information to provide insights into workforce and employment trends. Information includes the Labour Force Survey.

[→](#)

Nowcast of Employment by Region and Occupation (NERO)

The Nowcast of Employment by Region and Occupation (NERO) is an experimental dataset providing timely information on employment in 355 occupations across 88 Australian regions.

[→](#)

Recruitment Experiences and Outlook Survey

JSA surveys approximately 1,200 employers each month to find out about their experiences when recruiting staff and whether they are expecting to increase staffing levels.

[→](#)

Small Area Labour Markets

JSA produces quarterly Small Area Labour Markets (SALM) estimates of unemployment and the unemployment rate.

[→](#)

VET Qualification Similarity Analysis

Explore the VET similarity analysis product to identify any similarities between more than 1300 VET training package qualifications.

[→](#)

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Welcome to Jobs and Skills Australia

[About us →](#)

News

News and updates 26 April 2023
Online job ads stable in March 2023
March IVI shows that, in seasonally adjusted terms, online job advertisements...

[More news](#)

News and updates 18 April 2023
Recruitment activity remains steady in March 2023
Findings from Jobs and Skills Australia's Recruitment Experiences and Outlook...

News and updates 14 April 2023
Online job ads stable in March 2023
The March 2023 Preliminary Vacancy Report shows, in seasonally adjusted terms...

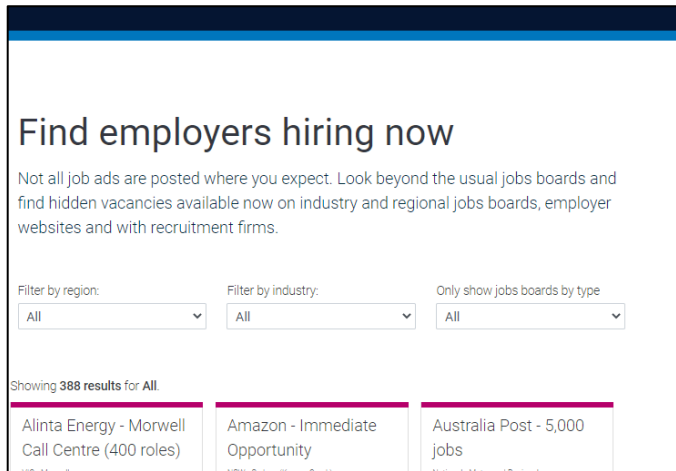
News and updates 04 April 2023
Have your say on our clean energy workforce research
Jobs and Skills Australia is seeking your views about the workforce and skills...

Recruitment methods used by employers

Findings from the Recruitment Experiences and Outlook Survey 2021-22 informed a series of reports into the methods of recruitment used by employers across each of the states and territories.

[→](#)

The Jobs Hub website can help you find current opportunities



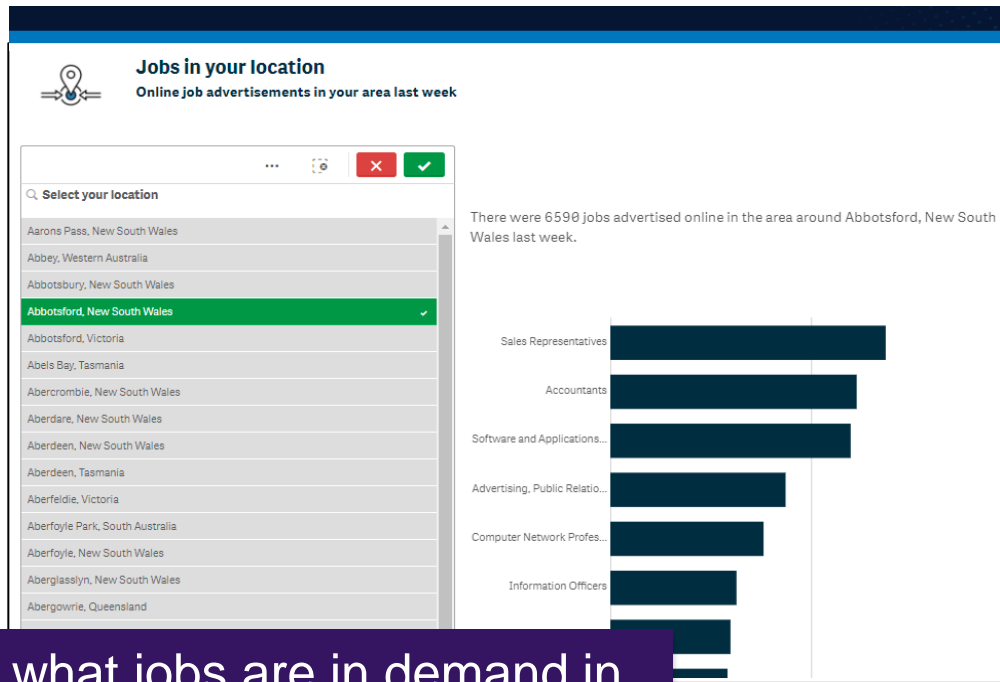
Find employers hiring now

Not all job ads are posted where you expect. Look beyond the usual jobs boards and find hidden vacancies available now on industry and regional jobs boards, employer websites and with recruitment firms.

Filter by region: Filter by industry: Only show jobs boards by type:

Showing 388 results for All.

Alinta Energy - Morwell Call Centre (400 roles)	Amazon - Immediate Opportunity	Australia Post - 5,000 jobs
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Jobs in your location
Online job advertisements in your area last week

Select your location

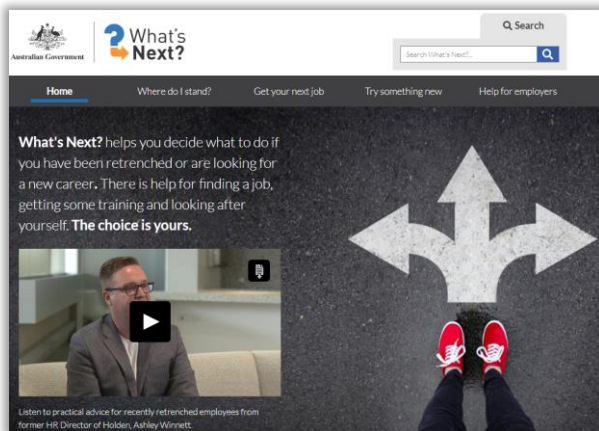
- Aarons Pass, New South Wales
- Abbey, Western Australia
- Abbotsbury, New South Wales
- Abbotsford, New South Wales**
- Abbotsford, Victoria
- Abels Bay, Tasmania
- Abercrombie, New South Wales
- Aberdare, New South Wales
- Aberdeen, New South Wales
- Aberdeen, Tasmania
- Aberfeldie, Victoria
- Aberfoyle Park, South Australia
- Aberfoyle, New South Wales
- Aberglasslyn, New South Wales
- Abergowrie, Queensland

There were 6590 jobs advertised online in the area around Abbotsford, New South Wales last week.

Job Category	Number of Jobs
Sales Representatives	~1200
Accountants	~1000
Software and Applications...	~900
Advertising, Public Relatio...	~800
Computer Network Profes...	~700
Information Officers	~600

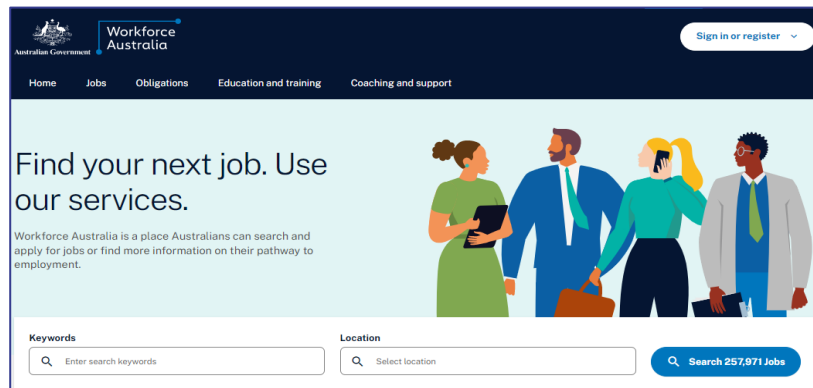
Jobs Hub can show you what jobs are in demand in your location [.dewr.gov.au/jobs-hub](https://www.dewr.gov.au/jobs-hub)

Other support and advice



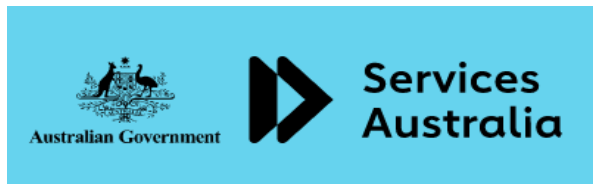
The screenshot shows the homepage of the 'What's Next?' website. It features a dark background with a large white four-way arrow pointing up, down, left, and right. In the foreground, a pair of red sneakers is visible, suggesting a first-person perspective of standing at a crossroads. The text on the page reads: 'What's Next? helps you decide what to do if you have been retrenched or are looking for a new career. There is help for finding a job, getting some training and looking after yourself. **The choice is yours.**' Below this is a video player showing a man in a suit. The navigation bar includes links for Home, Where do I stand?, Get your next job, Try something new, and Help for employers. A search bar is located in the top right corner.

Website for workers facing retrenchment:
whatsnext.dewr.gov.au



The screenshot shows the homepage of the 'Workforce Australia' website. It features a light blue background with an illustration of four diverse people (two women and two men) standing together. The text on the page reads: 'Find your next job. Use our services.' Below this is a description: 'Workforce Australia is a place Australians can search and apply for jobs or find more information on their pathway to employment.' There are search bars for 'Keywords' and 'Location', and a button that says 'Search 257,871 Jobs'. The navigation bar includes links for Home, Jobs, Obligations, Education and training, and Coaching and support. A 'Sign in or register' button is in the top right corner.

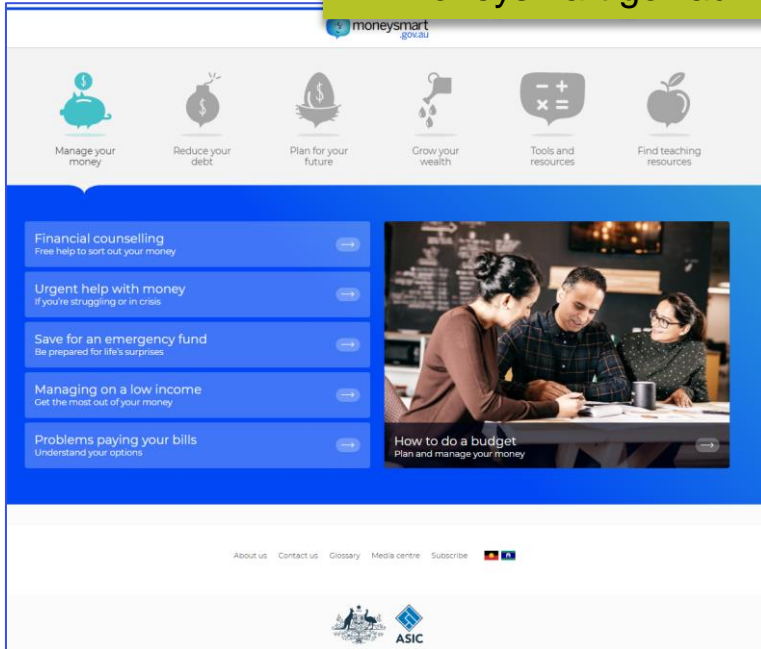
The new Australian Government platform all Australians can use to search and apply for jobs: workforceaustralia.gov.au



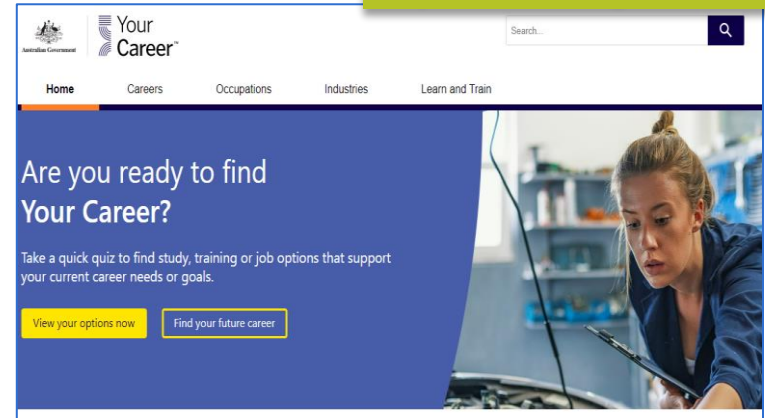
A free service that can inform and educate you about financial matters:
<https://www.servicesaustralia.gov.au/individuals/services/financial-information-service>

And other tools to assist you...

moneySMART.gov.au



yourcareer.gov.au



Looking after yourself

The retrenchment process can be a difficult time and it is important that you look after yourself and your family.



If you want to talk to someone, help is available:

- Your General Practitioner (GP) can provide support
- Many workplaces have access to counsellors or an employee assistance program
- [Beyondblue](#) provides a free support service and information resources on depression and anxiety for all age groups. Call **1300 22 46 36**.
- [Lifeline](#) provides online, phone and face-to-face crisis support. You can call them on **13 11 14**.



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Thank you

Any questions please contact
REOS@jobsandskills.gov.au