

Jobs Victoria Career Counsellors Service

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Let's Get Started



Welcome to the Jobs Victoria Career Counsellors Service

The Jobs Victoria Career Counsellors Service is empowering Victorians to take control of their career journey. Discover a career path that inspires you. Plan your next move with a Career Counsellor.

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Who is the ACCE?

The Australian Centre for Career Education is a national association and thought leader in career development, established in 1975 by the Victorian Department of Education to deliver career counselling to young people in transition. ACCE is the largest provider of career services in Victoria and delivers over 30,000 career interventions across Victoria each year.

More about Career Counselling...

Career Counsellors provide personalised career guidance to participants who require support to understand, develop, and self-manage their career options. This involves activities such as developing a career plan, identifying skills and strengths, identifying labour market trends, assisting with resumes and interview coaching. Their role is to help participants understand their career options and provide the tools and confidence they need to pursue them.

www.ceav.vic.edu.au/jvccs



Career Counsellors and Service Eligibility

Career Counsellors hold post-graduate qualifications in career development. They must also maintain professional membership with a career industry association, which includes ongoing professional development commitments.

- unsure of their work/career options and pathways
- seeking employment but lack a clear vocational pathway/plan
- unemployed and struggling to secure work due to lack of work experience (e.g. recent graduates)
- underemployed and seeking more secure and/or skilled work
- in need of support to plan a transition to a new occupation/career
- wishing to pursue a professional career involving tertiary education pathways.

The Service Structure

The roles within the team;

- **Intake and Booking Team;** first point of contact with participants
- **Career Counsellors;** conduct sessions and offer career interventions
- **Team Leaders;** manage Career Counsellors and stakeholder engagement
- **IT Support;** support project delivery and IT development
- **Program Manager;** oversees project delivery

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The Participant Journey

- 1 Participant speaks with a member of the intake team who conducts a basic needs assessment. Consent and education/career information is collected and added to profile.
- 2 An appointment is booked for in person, phone or Zoom career counselling.
- 3 Career Counsellor conducts the initial appointment with the participant, of approximately 45 minutes. A career plan is made or career intervention achievement.
- 4 Further appointments based on the participants need are scheduled.
- 5 Resources and summary notes are sent via email to the participant, post session.

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Career Development Process (condensed)



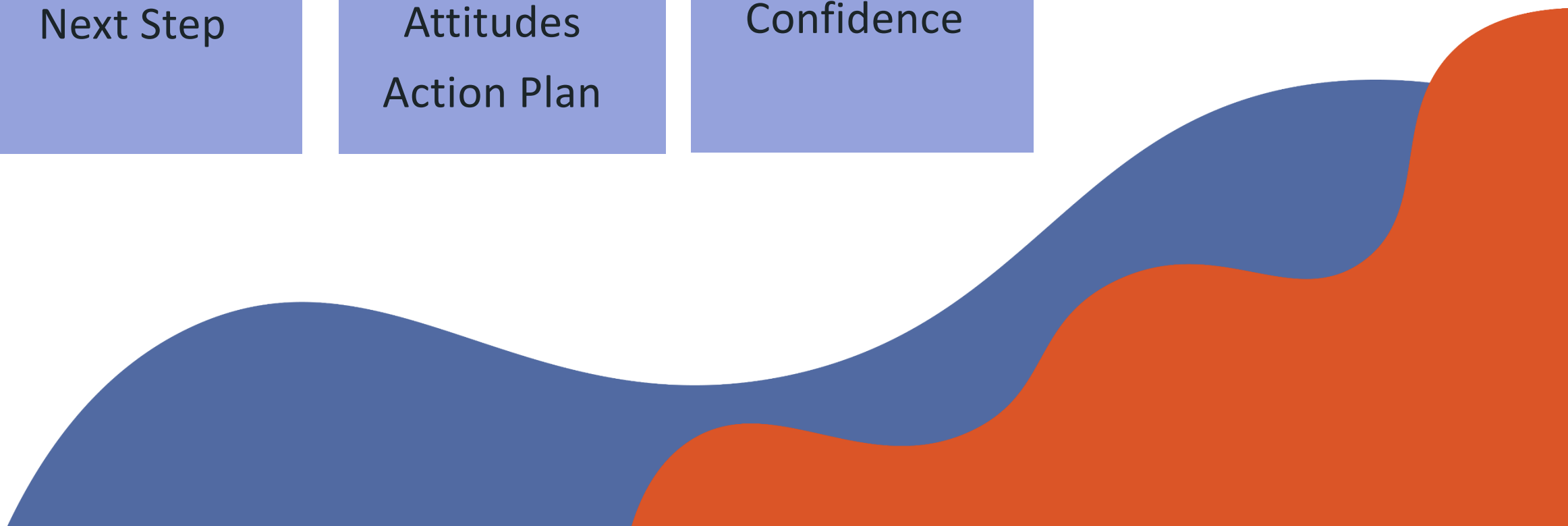
ENGAGE
Context
Meaning
Barriers
Hope

EXPLORE
Potential
Demand
Opportunity

DECIDE
Process
Direction
Next Step

PREPARE
Knowledge
Skills
Attitudes
Action Plan

IMPLEMENT
Sustain
Support
Confidence



Identify & Develop Employability Factors



Career Decision-Making

Discovering what kind of work suits you; develop an action plan for making it happen

Skills Enhancement

Identifying the variety of skills and knowledge needed and knowing how to acquire them

Personal Branding (Job Search)

Developing the knowledge, skills, attitudes and resources to be successful in finding work

Ongoing Career Management

Develop ability to effectively manage career changes; maintain a positive mindset and adopt learning as a lifelong activity

Support Services



Australian Government
CRS Australia

Disability disclosure chart

What happens if I disclose . . . ?			
Time of disclosure	Advantages	Disadvantages	Issues
ON A JOB APPLICATION:	Appears honest. Have peace of mind. Lets employer decide if disability is an issue.	Risk of discrimination. May decrease chance to present skills/explain effects of disability. No comeback.	May have a harder time finding work but usually have a more supportive workplace when you do.
DURING AN INTERVIEW:	Appears honest. Have peace of mind. Chance to explain effects of disability positively in person. Discrimination less likely face-to-face.	May not get job offer. May change focus from your abilities to your disability. You may not handle disability issues in a clear/non-threatening way.	How comfortable are you with discussing your disability? Are you emphasising your disability too much?
AFTER THE INTERVIEW: (When job is offered but before you begin work)	Appears honest. Have peace of mind. If employer changes mind after disclosure and you are sure your disability will not interfere with your ability to perform the job, or job safety, there may be legal comeback.	Employer might feel you should have told him/her before decision was made. Might lead to distrust of you.	Need to look honestly at how disability affects ability to perform tasks of the job. Need to be able to explain how disability will not interfere. This includes job safety.
AFTER YOU START WORK:	Opportunity to prove yourself before disclosure. Allows you to answer workmate's questions. If disclosure affects employment status and your condition will not interfere with your ability to perform the job, or job safety, you may be protected by law against dismissal.	Employer may feel you have falsified application. You may feel nervous and afraid of relapse on the job. Co-workers may not know how to react if you become unwell. You may be treated differently from other staff, eg. given simpler tasks.	The longer you leave the disclosure the harder it becomes. It may be difficult to know who to tell.
NEVER:	Employer cannot react to your disability unless you have a relapse which affects your work performance.	If your disability is discovered and it potentially affects work performance/safety, you run the risk of being fired. May not get the support you need when it is required. Increased stress from fear of being 'found out'.	If you have not had a relapse for a long time, the issue of disclosure becomes less critical.



Australian Government

Job Access

Driving disability employment



Brotherhood of St Laurence
Working for an Australia free of poverty

BSL Jobs Victoria

The Brotherhood of St. Laurence (BSL) Jobs Victoria program provides a free voluntary employment service for long-term jobseekers living in Melbourne's Western, Northern and Southern regions. We also support employers by working with them to strengthen and diversify their workforce.



AUSTRALIAN NETWORK
ON DISABILITY

We help organisations employ people with disability, and design their products and services for customers with disability.



Looking to book Or refer

Call 1800 967 909

Or visit www.ceav.vic.edu.au/jvccs

Looking for
support on your
journey to find
work?



Our Career Counsellors are here to support people living with a disability find work.

If you have a health impairment or disability that impacts your ability to participate in the workforce, speak to a Career Counsellor today.

A Career Counsellor can help you:

- Understand your career options
- Discover the jobs that best match your abilities, interests and personality
- Identify your transferable skills and strengths
- Assist you with your job applications, including your cover letter and resume
- Empower you to take the lead in your career journey

How can I access career guidance?

Career guidance sessions can occur online, over the phone or in-person, dependent on your preference.

Is there a cost to me?

This service is fully subsidised by Jobs Victoria. Victorians can access it at no cost.



To book call 1800 967 909 or scan the QR code.



Thank you

