



Mature age workers

This fact sheet is intended to provide career guidance for mature age job seekers whose circumstances have changed or who want a change of direction.

Changing your career

Follow these steps to clarify and improve your options when considering a change of career.

Know your strengths and market value

Take the time to map out your key skills, strengths and passions and be clear about the value that you bring to an organisation. Experience and knowledge are both important attributes that you can bring to the workplace.

Go to the *Getting organised* section of *Jobs and careers* in the Jobs and Skills WA website to clarify your transferable skills. These skills, along with your technical skills and your individual attributes, are what will help you get the job.

Stay connected with the job market

Do whatever you can to network, keep in the loop and stay updated. This could mean attending networking events and using social events to make contacts, joining professional bodies or attending professional development courses.

Keep up with industry news via online newsletters or business trade magazines to find out where the jobs are and the companies that might be hiring in the current market.

Assess your skills and consider short courses or further education and training to fill any gaps

No matter what stage you are at in your career, you need to keep your skills up to date. This may mean looking for short courses or further education and training to update your technical skills or soft skills such as making presentations, resolving conflict, critical thinking skills or project management.

Check out the *Skilling up* section of *Jobs and careers* on the Jobs and Skills WA website to see how you could bridge any skills gaps.

Research career possibilities

The *Changing Your career* fact sheet, available under *Information and resources* in the *Jobs and careers* section of the Jobs and Skills WA website provides a guide to get you started thinking about the types of careers you may be interested in and how to identify them.

You can also check out Career planning on the Jobs and Skills WA website to help you get started.

Update your CV/resume

To maximise your chances of getting through to interview stage, you need to regularly update your CV/resume.

- As a starting point, modify employment references to be relevant – research suggests that going back 10 to 15 years is sufficient.
- Make sure that any recent training, professional development and/or certifications are included to demonstrate that you are up to date and committed to lifelong learning.
- Remove references to older software programs that are no longer relevant, but if you have advanced skills in specialist programs such as Excel, survey software, statistical packages, technical software packages, web development or any Microsoft certifications – list these if they are relevant to the job you are applying for.
- Go to *Finding a job*, in the *Jobs and careers* section of the Jobs and Skills WA website, for resources to help you through this process.

Network strategically

- network within your industry and profession;
- network more broadly to expand your job opportunities, particularly if you are keen to move into a new career area; and
- develop an awareness of other sectors where your skills are relevant.

Find the hidden job market

The “hidden job market” refers to existing and upcoming vacancies which are not managed through formal advertising processes involving recruitment firms, advertising or online postings. This is why networking with your former employers and more broadly in your industry through membership of professional associations and by attending workshops, breakfast presentations and so on, is so important when you are looking for work.

Flexible work options

If you want to change your way of working rather than changing your career or job; or as a way of finding the job you want; you may want to consider a range of flexible work options.

- *Phased retirement* – a way of progressively reducing your working hours over a period of time.
- *Part time work* – a way to gain flexibility and balance, or to give you time to study, or as a precursor to full time work by getting your foot in the door.
- *Volunteering* – enables you to use your existing skills and experiences, learn new skills and explore new career pathways.
- *Portfolio work* – occurs when people are working full time hours but across different work roles. For example working three days a week in one job and two days a week running a small business from home.

Adult apprenticeships and traineeships

Adult apprenticeships and traineeships provide a pathway to a new career, whether that is for people seeking to re-enter the workforce or those currently working. They combine work with training in a nationally recognised qualification and are available in over 60 industries.

Find out more in *Apprenticeships and traineeships* in the *Training* section of the Jobs and Skills WA website, and the [Australian Apprenticeships and Traineeships Information Service](#).

Self employment

Have you ever thought of contracting out your skills and knowledge to others by setting up your own business? Use the following links to explore the possibilities.

- [SelfStart](#) is an Australian government service that supports you through the first stages of starting your own business
- [New Business Assistance with NEIS](#) (New Enterprise Incentive Scheme) is an Australian government initiative that provides eligible applicants with personalised support to start their own small business. There are currently 8,600 places available nationally in this scheme each year.
- The [Small Business Development Corporation](#) is a State government service whose primary role is to encourage, promote, facilitate and assist the establishment, growth and development of small business in WA.

Get help

Your local Jobs and Skills Centre has experience working with jobseekers, career starters and career changers. They can help you to explore your options and find what is out there.

All services are free, and all ages are welcome.

Visit jobsandskills.wa.gov.au/jobs-and-skills-centres for further information, and to find your local Jobs and Skills Centre.

Further information

Telephone: 13 64 64

Website: jobsandskills.wa.gov.au

Online enquiry form: jobsandskills.wa.gov.au/enquiry

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