



Career Planner

How are you going
to get there?

Resources & Tools to Help Upskill and Retrain

Your **third step** in helping you achieve your career goals. All the tools and resources you'll need to discover your strengths and which professional path **YOU** should take.



**Frontline
Recruitment**

How will you get there

By now you're well on your way to knowing your strengths, expertise and what career goals align with who you are.

You've also started mapping out short and long-term goals, so you have a clear vision of the end result, your ultimate destination.

The next – and final step – is to work out HOW you'll get there. Discover what skills you'll need in order to achieve what you want in your career.



Step 1: What skills do I need

You've figured out what you'd like to do to achieve your career goals, now you need to assess how exactly you're going to find success.

Some questions you might ask yourself at this stage:

- Would you need to upskill?
- What are the costs and duration of this training?
- Is there funding available?
- What level would you be likely to start?
- How easy is it to secure jobs in this field?
- What are the career development and earnings potential in this field?

Deciding to undertake a course, or return to studying again (especially if you have already completed a course) can feel daunting at first, but don't discount you may already have transferable skills to apply for credit in your new course.

Other training options:

- A Traineeship or apprenticeship
- VET pathway while you're still working in your current job.
- On the job training, to progress within the same industry or field

Take a minute to jot down the skills you'll need:

Step 2: Where can I aquire skills?

There is a myriad of training options to help you either up-skill in your current role or start the process of training to build a career in a completely new industry. It is also worth exploring what Government subsidised programs or assistance is also available to you.

AUSTRALIAN FEDERAL GOVERNMENT TRAINING, CAREERS AND RE-SKILLING PROGRAMS

- Parents: Training to return to work
- Job active pre-employment training

[GO](#)[GO](#)

AUSTRALIAN STATE-BASED PROGRAMS

NSW

- Overview of training and education programs

[GO](#)

QLD

- Overview of training and education programs

[GO](#)

VIC

- Overview of training and education programs
- Support for retrenched workers
- Victoria's online jobseeker program provides access to free training programs and also an online job seeking and job alert platform

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WA

- Overview of training and education programs

[GO](#)

NZ FEDERAL PROGRAMS

- Overview of training and education

[GO](#)

Private online training options



If you like the look of any of these resources, add them to the bookmarks on your laptop so you have them ready to go.

In recent years, online training has boomed, and even more so since the COVID-19 pandemic. You can now learn almost anything from the comfort of your living room. Some of the leading online training platforms include:

Global Options

Udemy

Over 130,000 online courses to choose from starting from \$15.99 per course.



LinkedIn Learning

LinkedIn Learning is LinkedIn's new online learning marketplace, offering a myriad of short and longer courses across a diverse range of industries and profiles. You can set yourself a training goal customised to your industry and areas of interest and track your performance.



Coursera

This is an online marketplace for courses, certificates and degrees, where leading universities have collaborated with top technology companies such as Google and IBM to offer a vast array of courses in the technology sector. Their focus is on offering training for the latest skills in high demand fields. Many courses are free and offer a certificate from a top university with shareable graphics endorsing your new skills that are made for LinkedIn.





Online training recognised in Australia



Open Universities Australia

Degree and non-degree related courses from Australia's leading universities.

GO

Upskilled

Nationally-recognised training courses for those looking to take a step up to the next level in their career. From Cert 1 courses all the way up to Diploma status.

GO

Tafe

Online Tafe Courses. A myriad of online courses across all industries, many of them offered in partnership with leading online providers (such as Upskilled).

GO



Online training recognised in New Zealand



Training.co.nz

Online training marketplace, curating recognised courses from leading training providers.

GO

Open Polytechnic

New Zealand's leading distance online learning provider. Courses span a wide variety of areas and are recognised and accredited.

GO

The Learning Cloud

Boasts over 1,200 courses online.

GO

The Career Academy

Focuses on upskilling and retraining with affordable online courses.

GO

Is there an opportunity to volunteer for extra responsibilities?

Sometimes, you don't need to look elsewhere for new opportunities. Perhaps there's a way you can add value from where you already are.

If project management is an area that you'd like to move into, consider putting your hand up to coordinate your new office move and then plant the seed with your supervisor that you'd be keen to explore a role in that area.

Here are some other suggestions for improving your experience:



Volunteer

Look for a charity or not-for-profit that's aligned with the area you want to go in to. Volunteering will allow you to showcase your passion and commitment. Often, organisations pay as much if not more attention to soft skills such as collaboration or creativity, which you can make sure you demonstrate in the role you are volunteering in.

Start a blog or launch a showcase website

Say you are a journalist, but you want to move into an interior styling role. There's nothing stopping you from making your own experience. Dedicate some time outside of your standard working hours to publish content that showcases your skills and passion for the field you want to work in.



Click to discover six easy ways to maintain your industry knowledge and skills.

Congratulations! You've completed our three career planning guides and should be well on your way to achieving those career objectives!

Visit our website to find more helpful resources, our latest hot jobs and contact details so one of our team can help you in your career journey.

Step 3: My upskilling plan

Once you've decided which areas you'll need to be trained in, or which competencies you could benefit from upskilling in, take some time to map out a plan... Don't forget timeframes to keep you on track and accountable!

EXPERIENCE I NEED	HOW Online, private program, school, University, TAFE	RESOURCES Fees, travel times, hours per week required	DEADLINE How long will the training take to complete
Short-term			
Long-term			

Don't forget, not all training needs to be a formal qualification. Some of the most valuable experience you can gain is from on-the-job training.

Sometimes, it's as simple as just "doing it". You can start offering your skills to family or friends. You can also look at applying to help out with projects online.

Use online freelance or task sites such as:

