



TRANSITION

EMPLOYMENT PORTAL

www.tep.org.au



WHAT IS THE TRANSITION EMPLOYMENT PORTAL?

Working Spirit/RSLWA launched the Transition Employment Portal (TEP) in December 2022. The TEP is designed to help you guide your career path post your service career and allow for companies to capture your talent from your military service in one place. It has been designed specifically for veterans and is the first of its kind in Australia. We are already having great success with veteran hires from the launch of the Transition Employment Portal (TEP).

Once you register and launch your profile, it will come up as the first three letters of your surname and the last three numbers of your military ID.

For example: HIN409. This is designed to protect your identity.

The best part is it only takes 5 easy steps to create and launch your profile.

Companies that have registered to hire veterans will be able to access your profiles. If a company wishes to connect, you will receive a notification asking for a connection on the areas of employment interests you have listed in your TEP Profile.

For example: ABC construction has asked to connect with you via email. If you decide to connect with ABC Construction, the staff at WS/RSLWA will receive

notifications of companies that have asked to connect with you and you have connected with them.

If you do not wish to connect, it is no issue, the team at WS/RSLWA will receive a notification from you or the company that you have chosen not to connect. It will not be a black mark against you.

We will also be able to work with you to enhance your profile if you need any assistance and this booklet does contain examples of how to write a TEP Profile.

Not transitioning out of the military just yet? Another great feature of the TEP is when you launch your profile, you can start networking early to see if the areas of employment that you have ticked, are in fact the areas you would like to consider for when you do make the transition from military service.

The TEP also caters and supports medically discharged veterans.

If you have any concerns about launching, we are here to help, please email enquiries@workingspirit.org.au



HOW TO WRITE YOUR TRANSITION EMPLOYMENT PROFILE

Writing your Transition Employment Profile typically involves highlighting your skills, experience, and accomplishments in a way that is relevant to the job or industry you are interested in pursuing.

Here are some steps to follow when creating your Transition Employment Profile:

Identify your target job or industry: Determine the type of job or industry or industries you are interested in transitioning to, and research the skills and qualifications required for that role.

Assess your current skills and experience: Take inventory of your current skills and experience from your service, and identify any areas where you may need additional training or experience to be competitive in your desired field.

Highlight relevant experience: Identify any experiences you have had that are relevant to your target job or industry, and describe them in a way that emphasizes the skills and abilities you demonstrated. If you don't have any experiences that match from your service, be willing to list that how you could adapt to these roles.

Showcase transferable skills: Even if you don't have direct experience in your target field, you likely have transferable skills that can be applied in a new context.

Highlight these skills in your profile and explain how they can be used in your desired role.

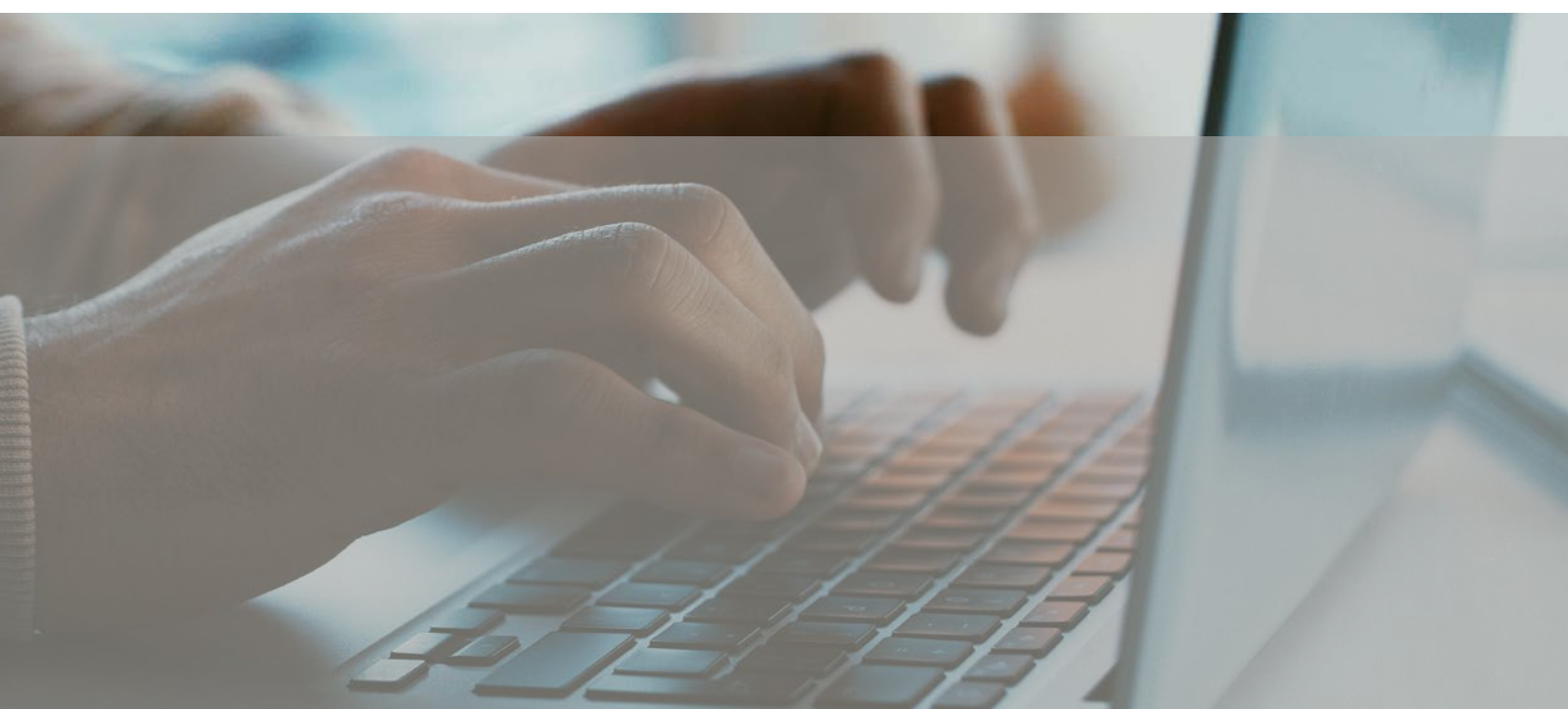
Use a clear and concise format: Use a clear and concise format that is easy to read and understand, with bullet points or short paragraphs that highlight your key qualifications. Tell your story.

Tailor your profile to the job: Customise your profile for each job you apply for, emphasising the skills and experience that are most relevant to that particular role.

List any relevant certifications or training: If you have obtained any certifications or completed relevant training programs, include them in your profile to demonstrate your commitment to professional development.

If you are not leaving for a while, list the approximate year in your profile and list that you are keen to network to explore opportunities and list this under the box 'Any other information you wish to provide'

By following these steps, you can create a Transition Employment profile that effectively showcases your skills and experience, and positions you as a strong candidate for your desired job or industry.



START TO THINK ABOUT WHAT INDUSTRY YOU MAY WISH TO PURSUE

You can tick more than one box...



Accounting, Banking & Financial Services
Administration & Office Support
Advertising, Marketing & Communications
Aviation
Call Centre / Customer Service
Construction
Consulting, Strategy & General Management
Design & Architecture
Education & Training
Farming, Animals & Conservation
Film and Television
Government & Defence
Healthcare & Medical
Hospitality & Tourism
Human Resources & Recruitment
Information & Communication Technology
Law Enforcement & Security
Legal
Manufacturing, Transport & Logistics
Mining, Resources & Energy
Real Estate & Property
Retail & Consumer Products
Sales
Science & Technology
Sport, Recreation & Community Services
Trades & Services
Veteran Support Services

HOW TO SIGN UP

TEP

TRANSITION EMPLOYMENT PORTAL

Login

Veteran Registration

Your Details

First name*

Type your first name

Last name*

Type your last name

Email address*

Type your email address

Phone number*

Type your phone number

VERIFY EMAIL

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Site by ALYKA

TEP

TRANSITION EMPLOYMENT PORTAL

Login

Moderation Required

Thank you for registering for the Transition Employment Portal.

Our Case Workers will review your submission and you will receive an email with the next steps and further instructions.

Your approval won't be instantaneous as we need to check your credentials and you will be approved once checked during working hours AWST. Please also check your junk folders if you do not receive anything.

Please feel free to email enquiries@workingspirit.org.au with any questions you may have.

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TEP

TRANSITION EMPLOYMENT PORTAL

Return to Registration

Login

Email address*

Type your email address

Password*

Type your password

☐ Remember me

FORGOT PASSWORD

LOGIN

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STEP 1 - CREATE PROFILE



MY ACCOUNT

Create Profile

1

2

3

4

5

About MeCareer, Skills & QualificationsDocumentsPreview My ProfileLaunch My Profile

SAVE PROGRESSNEXT

Step 1: About Me

First name*

Clare

Last name*

Baker

Email address*

clare.baker@alyka.com.au

Phone number*

(089) 200-4429

Service*

Please select

What was your role in the ADF?*

Type your role in the ADF

Current rank / rank at discharge*

Please select

Military ID Number*

Type your military ID number

Medical requirements

This information will not be displayed on your Profile Page, it is only visible to you and TEP case workers.

Limited Employment Hours

Modified Workspace Required

Other

Estimated transition date

Optional Field. Note: This information will not be displayed on your Profile Page, it is only visible to you and TEP case workers.

Estimated date of availability*

Please pick the closest date of availability.

Location you wish to work*

Perth

Regional WA

FIFO

Other

Willingness to relocate to WA or another state*

Yes, I'm willing/currently residing in WA

No, I'm not willing

Type of work*

Accounting, Banking & Financial Services

Administration & Office Support

Advertising, Marketing & Communications

Aviation

Call Centre / Customer Service

Construction

Consulting, Strategy & General Management

Design & Architecture

Education & Training

Engineering

Farming, Animals & Conservation

Government & Defence

Healthcare & Medical

Hospitality & Tourism

Human Resources & Recruitment

Information & Communication Technology

Law Enforcement & Security

Legal

Manufacturing, Transport & Logistics

Mining, Resources & Energy

Real Estate & Property

Retail & Consumer Products

Sales

Science & Technology

Sport, Recreation & Community Services

Trades & Services

Veteran Support Services

Employment type*

Please select at least one option, nominating your maximum hours is optional.

Full-time

Part-time

Casual

Contract/Consulting

Require family friendly hours

Step 1 of 5

NEXT

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STEP 2 - CAREER SKILLS AND QUALIFICATIONS



TRANSITION EMPLOYMENT PORTAL

MY ACCOUNT

Create Profile



About Me



Career, Skills & Qualifications



Documents



Preview My Profile



Launch My Profile

SAVE PROGRESS

PREVIOUS

NEXT

Step 2: Career, Skills & Qualifications

Tell us a bit about your role during your service career*

Type your role during your service career.

What are your career aspirations post your service career? Or, if you are already discharged, what you have been doing since your transition?*

Type your career aspirations post your service career. Or, if you are already discharged, what you have been doing since your transition

Skills (reflective of rank)

- Apply effective & ethical executive leadership & strategic management within a complex organisation
- Ensure organisational compliance with national & international legal obligations
- Lead organisational strategic initiatives & reform
- Assist with development of executive support teams & functions
- Consult & advise the executive on strategic workforce capability, workforce training & education needs, & future requirements
- Mentor executive & supporting staff
- Develop major goals to support organisational objectives
- Advise the executive on matters & issues affecting the organisation
- Employ highly advanced communication skills across the organisation & when representing the organisation
- Exercise due care & diligence of governance responsibilities, including equity & safety, across the organisation
- Analyse, determine & report to the executive on current & future resource requirements to meet organisational goals & objectives
- Oversee performance management & reporting of organisational staff, recruitment & contractor engagement
- Analyse & facilitate organisational requirements for security, welfare & wellbeing of staff & organisational activities/business within complex, difficult & challenging work environments
- Act as organisational executive representative in meetings, strategic planning or high-profile engagements

Additional skills

+ ADD SKILL

List your courses completed during your military service (please do not list ADF specific courses)*

Please list course name and year completed.

Type your list of courses completed during your military service

List any other civilian courses and qualifications*

Please list course name and year completed.

Type your list of any other civilian courses and qualifications

Any other information you wish to provide?

Type your other information you wish to provide

Step 2 of 5

PREVIOUS

NEXT

STEP 3 - DOCUMENTS

TEP

TRANSITION EMPLOYMENT PORTAL

MY ACCOUNT

Create Profile

✓

About Me

✓

Career, Skills & Qualifications

3

Documents

4

Preview My Profile

5

Launch My Profile

SAVE PROGRESS

PREVIOUS

NEXT

Step 3: Documents

CV Upload

Drop file here or

+ BROWSE

Max upload limit: 2MB

Acceptable File Types: pdf, doc, docx

☐ I don't have a CV (a TEP representative will contact you about developing one)

Current Australian Security Clearance

Please select

Are You Able to Obtain a clean Police Clearance or Working with Children Check?*

☐ Yes

☐ No

Step 3 of 5

PREVIOUS

NEXT

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STEP 4 - REVIEW PROFILE AND STEP 5 - LAUNCH



TRANSITION EMPLOYMENT PORTAL

MY ACCOUNT

Veteran Profile

Bro131

Army Captain Armoured Officer January 2023

Let Me Introduce Myself

Service Career History

Captain role - Leadership of troops; planning; risk assessments; operational and tactical plans.

Post Transition History / Career Aspirations

Aspirations - establish work from home business
Background has predominantly been in the Sport and Recreation field.

I'm Interested In

Type of Work

- ☐ Accounting, Banking & Financial Services
- ☐ Sport, Recreation & Community Services
- ☐ Government & Defence
- ☐ Administration & Office Support
- ☐ Mining, Resources & Energy

My Capabilities

Skills

- ☐ Apply effective & ethical leadership of large teams
- ☐ Monitor, coach & mentor workplace supervisors & junior management staff
- ☐ Design, lead & manage individual & workgroup training & education in the workplace
- ☐ Contribute to & participate in planning for contingencies & organisational goals
- ☐ Analyse, plan, prepare & action large workplace activities
- ☐ Apply international standards in the workplace
- ☐ Monitor, maintain & report on workplace skilling needs, education & training
- ☐ Provide advice & assistance to executive level managers
- ☐ Oversee personnel & organisation administration in accordance with policies & procedures
- ☐ Communicate to wide audiences in writing and verbally
- ☐ Monitor & maintain safety & behavioural standards in the workplace
- ☐ Monitor, maintain & ensure equity & safety standards & behaviour in the workplace
- ☐ Plan & coordinate workplace activities in complex & challenging work environments

Completed Military Courses

Military Risk Management

Completed Civilian Courses

Masters Professional Accounting
Masters Business Administration
B.App.Sci (Human Movement)
Dip Project Management

Overview

- Desired Work Location**
 - ☐ Perth
 - ☐ Other
- Willingness to Relocate**
 - ☐ Yes
- Preferred Employment Type**
 - ☐ Full-time
 - ☐ Contract/Consulting
- Security Clearance**
 - ☐ NV1
- Able to Obtain Clean Police Clearance or Working with Children Check**
 - ☐ Yes

CONNECT WITH BRO131

← RETURN TO VETERAN SEARCH

WHY SHOULD YOU SIGN UP TO THE TEP?

A veteran should consider signing up to a transition employment portal for several reasons:

Access to job opportunities: Transition employment portals can connect veterans with job opportunities specifically tailored to their skills and experience. Many of these connections will come direct from companies that actively seek to hire veterans, as they recognise the value that veterans can bring to their workforce.

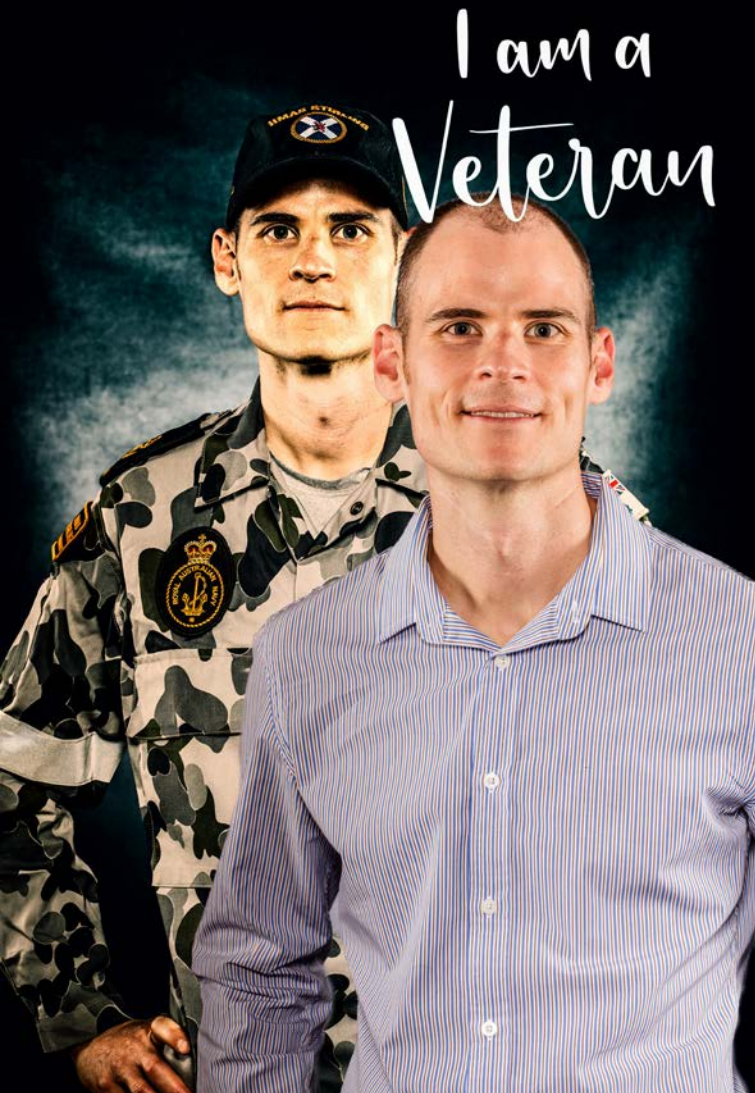
Career guidance and support: Transition employment portals often offer a range of career guidance and support services to help veterans navigate the job market and identify opportunities that match their skills and experience. These services can include resume reviews, interview preparation, and networking opportunities.

Education and training resources: The Transition employment Portal will allow educational institutions to offer resources for veterans seeking to obtain additional education or training to help them transition to a new career field. This can include information on educational programs, apprenticeships, and certification courses.

Recognition of military service: The Transition Employment Portal is the first of its kind in Australia and has been designed with the unique needs and experiences of veterans in mind, and can offer a more supportive and understanding environment than other job search platforms. Additionally, many employers actively seek out veterans as job candidates, recognising the value that military experience can bring to their organisations.

Overall, signing up to the Transition Employment Portal can be a valuable step for you, the veteran seeking to transition to a new career field post your service career.

This portal will have companies chasing you for your skills and experiences rather than you chasing them.



WS
WORKING
SPIRIT



WHAT AN EMPLOYER WILL SEE

TEP TRANSITION EMPLOYMENT PORTAL

[MY ACCOUNT](#)

Search for a Veteran

Filter

Keyword Search

Type your keywords...

Type of Work

- ☐ Accounting, Banking & Financial Services
- ☐ Administration & Office Support
- ☐ Advertising, Marketing & Communications
- ☐ Aviation
- ☐ Call Centre / Customer Service
- ☐ Construction
- ☐ Consulting, Strategy & General Management
- ☐ Design & Architecture
- ☐ Education & Training
- ☐ Engineering
- ☐ Farming, Animals & Conservation
- ☐ Government & Defence
- ☐ Healthcare & Medical
- ☐ Hospitality & Tourism
- ☐ Human Resources & Recruitment
- ☐ Information & Communication Technology
- ☐ Law Enforcement & Security
- ☐ Legal
- ☐ Manufacturing, Transport & Logistics
- ☐ Mining, Resources & Energy
- ☐ Real Estate & Property
- ☐ Retail & Consumer Products
- ☐ Sales
- ☐ Science & Technology
- ☐ Sport, Recreation & Community Services
- ☐ Trades & Services
- ☐ Veteran Support Services

Location

- ☐ Perth
- ☐ Regional WA
- ☐ FIFO
- ☐ Other

SEARCH

CLEAR FILTER

Showing 1 - 12 of 13 results

Sort By Newest to Oldest

Woo342

Army
Captain
Logistics

Desired Work Locations
Perth

Availability
January 2023

VIEW PROFILE

Sul950

Navy
Petty Officer
Aviation Support

Desired Work Locations
Perth, Regional WA, FIFO

Availability
December 2022

VIEW PROFILE

Hin345

Navy
Able Seaman
Radio Operator

Desired Work Locations
Perth, Regional WA, FIFO

Availability
December 2022

VIEW PROFILE

Hin403

AirForce
Sergeant
Personnel Capability Officer

Desired Work Locations
Perth

Availability
February 2023

VIEW PROFILE

Aly345

Army
Private
Weapons Specialist

Desired Work Locations
Perth, Regional WA, Other

Availability
November 2022

VIEW PROFILE

Dav888

AirForce
Flight Sergeant
Pilot

Desired Work Locations
FIFO

Availability
January 2023

VIEW PROFILE

Bro131

Army
Captain
Armoured Officer

Desired Work Locations
Perth, Other

Availability
January 2023

VIEW PROFILE

McN139

AirForce
Aircraftman/Aircraftwoman
Officer, Instructor Pilot

Desired Work Locations
Perth

Availability
December 2022

VIEW PROFILE

Mai536

Army
Major
Infantry Officer

Desired Work Locations
Perth

Availability
February 2023

VIEW PROFILE

Bra999

Army
Private
Aircraft Technician Mechanical

Desired Work Locations
Perth

Availability
December 2022

VIEW PROFILE

Fis123

Navy
Chief Petty Officer
Combat Systems Manager

Desired Work Locations
Perth, FIFO

Availability
November 2022

VIEW PROFILE

Bak123

Navy
Captain
Testing Specialist

Desired Work Locations
Perth, Other

Availability
February 2023

VIEW PROFILE

1

2

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LEADING THE WAY

"I strongly believe in what you are all doing to assist us veterans. Thank you for your time and service. Please pass on my regards to all the team at Working Spirit.

- Navy Veteran

"I moved to Perth on discharge, and when I got here I searched for veteran ESO support for employment. I made contact with Working Spirit, RSLWA jumped in and helped out with my resume, and within a week I had an interview. I had support the whole way through and I managed to pick up full-time work quite quickly. Without Working Spirit and RSLWA I would never have found my current position and the transition to civilian life definitely wouldn't have been as smooth as it was."

- Army Veteran

"I am very excited to let you know that I have just received a letter of offer from BHP as a Maintenance Supervisor. I wanted to take this opportunity to thank you personally so much for all the time you spent assisting me in the lead-up to securing this new position. I have benefited greatly from your talent, wisdom and experience, and appreciate all the time you took to help me. I look forward to starting my new position and, once again, I'd like to thank you for the great opportunity."

- Army Veteran

"Hi Ladies, Thank you so much for inviting us to the breakfast this morning. We had an amazing time meeting the veterans, and catching up with you all and look forward to trying to assist them with potential opportunities within the MinRes Family."

- Talent Acquisition Lead. Mineral Resources

"It was a pleasure working with a dedicated and passionate team such as the team at Working Spirit. They are all about veterans and the right fit for them whether it is a role with Roy Hill or another company, the veterans are always top of their priority, this is a passion that resonates with me hence a great working relationship with all was had."

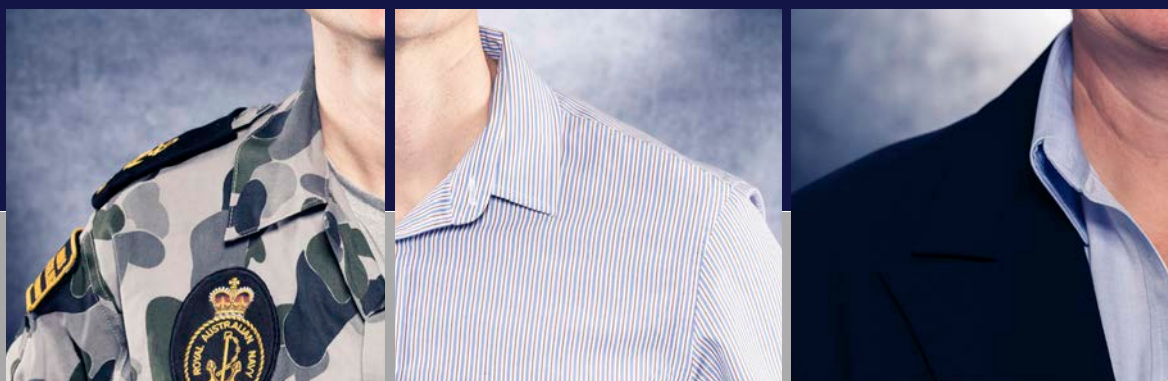
- Advisor Recruitment. Roy Hill

The Job (Hauler Operator) I got through Working Spirit is going great MRL is looking after me which is fantastic and I cannot wait till I am fully qualified! Doing FIFO is not a bad gig and I look forward to doing this for a long time. I WOULD ENCOURAGE ALL EX MILITARY TO COME ON BOARD WITH WORKING SPIRIT AND SEE WHAT THEY CAN ACHIEVE WITH THIS COMPANY!

- Navy Veteran (Below Knee Amputee)

Thanks for your email, I'm happy to leave some feedback about my experience. It's not lost on me that the only reason that any of this happened is because of Working Spirit. As I had used WS initially when leaving the Defence Force, moving into a mining role, I had not expected to ever really make contact or ask for assistance again. However, life changes and I'm certainly a lot happier in this role than I was with mining. WS has grown a lot since I first became aware of your existence back in 2019, not only are there incredible opportunities via your newsletter, having multiple staff to assist Karyn makes it a smooth process for when getting in touch. I had initially thought that perhaps I was asking too much when I re-contacted you however was relieved when I was able to apply for the role. Thanks for all your help over the years.

- Navy Veteran



I appreciate the support I have received and the opportunity to attend the working breakfast to meet other potential employers. Again thank you for your assistance and I have, and will continue to advertise your services to other Veterans if they are considering transitioning out of defence.

- Navy Veteran

Good afternoon Working Spirit team, I was assisted by WS late last year in securing employment as a HD Fitter with Byrnes Australia, a role that I'm thoroughly enjoying. I have nothing but praise for the fantastic support I received from the team with the resume assistance and the excellent events organised and facilitated by WS. I have since recommended your services to a number of veterans whom I know are looking to separate from defence. I wish the WS group all the best in the future and would not hesitate to get back in contact should my current circumstances change.

- Air Force Veteran

So it's been 3 months since RSL WA and Working Spirit found me employment through MRL's Military to Mining program. I love it. The work is amazing. I am seeing amazing places and meeting some seriously awesome Traditional Owners. Saying thanks seriously isn't enough to show how grateful I am to you all for getting me into a job that I really love.

- Navy Veteran

I appreciate the assistance provided by your team at Working Spirit to transition with my new role. I have no doubt I would have secured employment without approaching you; however, I don't feel the process would have been anywhere near as smooth without your help.

- Army Veteran

Thanks heaps Working Spirit Team. Thank you guys so much for everything you guys have done for me. It would not be possible if it wasn't for you guys. Thank yous so much.

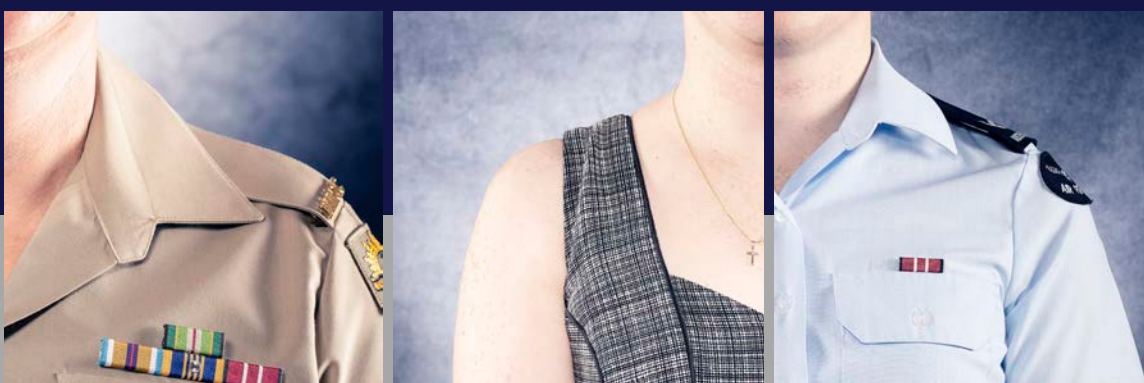
- Air Force Veteran

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- Navy Veteran

I will be sure to keep all the Working Spirit crew in the loop as I strongly believe in what you are all doing to assist us veterans. Thank you for your Time and Service. Please pass on my regards to all the team at Working Spirit

- Navy Veteran





WORKING BETTER TOGETHER

**OPPORTUNITY AWAITS
CALL**

1300 219 443