



**TRANSITION**  
EMPLOYMENT PORTAL

# **TRANSITION EMPLOYMENT PORTAL FOR VETERANS' FAMILIES**

[www.tep.org.au](http://www.tep.org.au)



# UNLOCK OPPORTUNITIES FOR VETERANS AND THEIR FAMILIES

Working Spirit and RSLWA proudly launched the Transition Employment Portal (TEP) for families in September 2024. This innovative platform is designed to empower veteran families by connecting them with tailored employment opportunities, offering a seamless transition into the workforce for spouses, partners, and children aged 15 - 17 year old, and 18 and above.

The TEP is the first of its kind in Australia, addressing the unique challenges faced by veteran families. Whether you're a partner looking to return to work, a teenager seeking a part-time job, or someone ready for a career change, the TEP is here to support your journey.

## Why Choose The TEP?

**Showcase Your Talents:** Highlight your unique skills and experience in a centralized profile.

**Connect with Employers:** Access companies actively seeking diverse talent from veteran families.

**Tailored Opportunities:** Explore career options across various industries suited to your strengths.

**Privacy Assured:** Profiles are designed to protect your identity while allowing employers to view your talents.

It only takes 5 easy steps to create and launch your profile.

Companies that have registered to hire veterans and their families 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 Working Spirit 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 Working Spirit will receive a notification from you or the company that you have chosen not to connect. This decision will not negatively impact your opportunities.

We will also be able to work with you to enhance your profile if you need any assistance, contact us on **1300 219 443** or email **enquiries@workingspirit.org.au**



# SUPPORTING MILITARY FAMILIES IN ACHIEVING CAREER STABILITY

Military families often face unique challenges in maintaining stable employment. Frequent relocations, extended deployments, and the demands of military life can disrupt career continuity for spouses, partners, and family members. These obstacles can create gaps in resumes and make it challenging to build long-term professional networks.

The Transition Employment Portal (TEP) for veterans' families is designed to address these challenges, offering tailored support to military family members. By providing tools, resources, and networking opportunities, The TEP helps individuals overcome the hurdles of frequent postings and other demands of military life, enabling them to secure meaningful and stable employment.

## Empowering Family Members

Through career exploration, skills development, and access to a vast network of employers, the TEP equips spouses and family members with the resources needed to navigate their career journeys with confidence. Whether re-entering the workforce after a break or transitioning to a new industry, The TEP offers personalized guidance and practical support to ensure success.

## A Program That Adapts to Your Life

The TEP is more than a job portal—it is a community designed to empower military families to achieve their career goals, no matter where life takes them. For spouses, partners, and family members, this program is a game changer, providing the foundation for lasting career success despite the unique challenges of military life.



# EMPOWERING YOUNG MINDS FOR FUTURE SUCCESS

## Career Exploration and Guidance

For teenagers aged 15–17, the Transition Employment Portal (TEP) provides a structured opportunity to explore potential career paths early. With tools designed to help them identify their interests and strengths, the TEP offers invaluable guidance on career options. Through networking opportunities and access to industry professionals, young individuals can connect with companies in fields they aspire to join post-school, laying the groundwork for informed career decisions.

## Building a Professional Network

Networking is a cornerstone of career development, and the TEP introduces teenagers to this vital skill early in life. By connecting with professionals, industry leaders, and peers with shared interests, young people can build meaningful relationships that may lead to internships, mentorships, and future employment. These connections provide not only opportunities but also valuable insights and advice to navigate the evolving job market.

## Fostering Responsibility and Independence

Engaging with the TEP instills essential qualities such as responsibility, independence, and dedication. From participating in work experiences and skills training to receiving mentorship, teenagers are empowered to develop resilience and a strong work ethic. These experiences prepare them for professional challenges while enhancing their personal growth, contributing to their readiness for the workforce and beyond.

## A Platform Tailored for Military Families

The TEP is a unique resource for military families, designed to address the challenges often associated with military life. It provides teenagers with the tools, guidance, and opportunities they need to embark on successful career journeys with confidence. Through career exploration, skills development, and personalized support, the TEP helps young people build a strong foundation for their future, ensuring they are well-equipped to pursue their dreams.

By supporting their aspirations and fostering growth, the TEP empowers teenagers from military families to thrive in their career endeavours and beyond.



# 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  
Care, Custodial and Courts/Corrective Services  
Construction  
Consulting, Strategy & General Management  
Design & Architecture  
Education & Training  
Farming, Animal & 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  
Start your own Business  
Trades & Services  
Veteran Support Services  
Emergency Services (Police, Fire, Ambulance)

# HOW TO SIGN UP

## Family Member Registration

### Your Details

<b>First name*</b> Type your first name	<b>Last name*</b> Type your last name
<b>Email address*</b> Type your email address	<b>Phone number*</b> Type your phone number

VERIFY EMAIL



## 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 AEST. Please also check your junk folders if you do not receive anything.  
Please feel free to email [enquiries@workinsight.com.au](mailto:enquiries@workinsight.com.au) with any questions you may have.



## Login

<b>Email address*</b> Type your email address
<b>Password*</b> Type your password
<input type="checkbox"/> Remember me

[FORGOT PASSWORD](#) [LOGIN](#)



# STEP 1 - CREATE PROFILE



## Create Profile



SAVE PROGRESS

NEXT

### Step 1: About Me

First name\*

Last name\*

Email address\*

Phone number\*

Age Group\*

This information is used by prospective employers to determine eligibility for PFD work or for apprenticeship.

15 - 17 years old  18+ years old

If applicable, what school year are you currently in?

Year 9  Year 10  Year 11  Year 12  TAFE or Uni

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 date of availability\*

Please pick the closest date of availability

Location you wish to work\*

Perth  Regional WA  QLD  NSW  VIC  NT  TAS  SA  FIFO  Other

Willingness to relocate to WA or another state\*

Yes, I'm willing/currently residing in WA  No, I'm not willing  WA as I am 15/17

Type of work\*

Accounting, Banking & Financial Services

Aviation

Construction

Education & Training

Emergency services (Police)

Film & Television

Hospitality & Tourism

Law Enforcement & Security

Mining, Resources & Energy

Sales

Start Your Own Business

Administration & Office Support

Call Centre / Customer Service

Consulting, Strategy & General Management

Emergency Services (Ambulance)

Engineering

Government & Defence

Human Resources & Recruitment

Legal

Real Estate & Property

Science & Technology

Trades & Services

Advertising, Marketing & Communications

Care, Custodial and Courts / Corrective Services

Design & Architecture

Emergency services (Fire)

Farming, Animals & Conservation

Healthcare & Medical

Information & Communication Technology

Manufacturing, Transport & Logistics

Retail & Consumer Products

Sport, Recreation & Community Services

Veteran Support Services

Employment type\*

Please select at least one option; annualising your maximum hours is optional

Full-time

Part-time

Casual

Contract/Consulting

Require family friendly hours

Outside school hours

Step 1 of 5

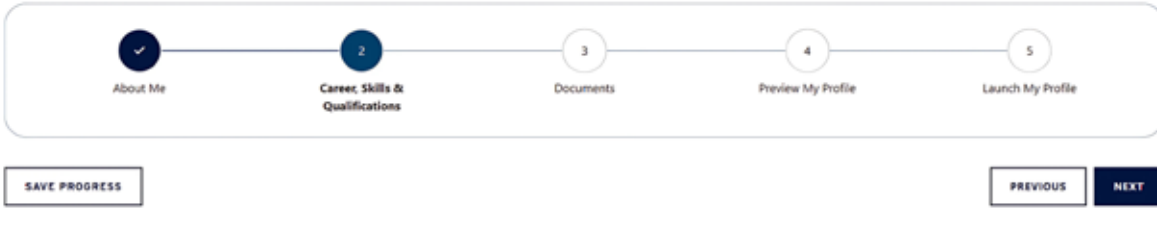
NEXT



# STEP 2 - CAREER SKILLS AND QUALIFICATIONS



## Create Profile



### Step 2: Career, Skills & Qualifications

#### Employment History\*

If you are 15-17, please list your previous work experience/school activities/extra curricular activities/mentoring/any sports experience - eg captain of a team etc.

#### Career Aspirations\*

#### Skills

+ ADD SKILL

#### List any completed or partially completed courses and qualifications\*

Please list course name and year completed.

#### Any other information you wish to provide?

List here if you wish to start networking with employers - even if you are only looking e.g. I am still serving but keen to network with employers.

Step 2 of 5

PREVIOUS   NEXT



TOP



# STEP 3 - DOCUMENTS



## Create 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)

#### Aust. Security Clearance?\*

Yes  No

#### Are You Able to Obtain a clean Police Clearance?\*

Yes  No  N/A as I am 15-17

#### Are You Able to Obtain a Working with Children Check?\*

Yes  No  N/A as I am 15-17

#### Have you committed a minor offence that may prevent you from obtaining a clean police check?\*

(If you tick yes in this box a representative will be in contact.)

Yes  No

#### Are you an Australian Citizen?\*

Yes  No

Step 3 of 5

PREVIOUS

NEXT



# STEP 4 - REVIEW PROFILE



TRANSITION EMPLOYMENT PORTAL

MY ACCOUNT

## Create Profile



BACK TO EDIT PROFILE

LAUNCH PROFILE

### LJ(F)

15 - 17 years old (Year 9) November 2025

#### Let Me Introduce Myself

Employment History

Career Aspirations

#### I'm Interested In

Type of Work

- Emergency services (Ambulance)
- Emergency services (Fire)
- Emergency services (Police)
- Manufacturing, Transport & Logistics
- Real Estate & Property

#### My Capabilities

Skills

Completed Courses and Qualifications

#### Private Information

This information is visible to you and TEP case workers only.

First Name  
John

Last Name  
Doe

Profile Last Updated  
5 February 2025

#### Overview

Preferred Location  
Perth

Willingness to Relocate  
Yes

Preferred Employment Type  
Full-time

Security Clearance  
No

Able to Obtain Clean Police Clearance  
Yes

Able to Obtain Working with Children Check  
Yes

Minor Offence Check  
No

Australian Citizenship  
Yes

CONNECT WITH LJ(F)

Step 4 of 5

BACK TO EDIT PROFILE

LAUNCH MY PROFILE



TOP

# FAMILY MEMBER DASHBOARD

Welcome back

## Connection Requests

You don't have any connection at the moment.

## Your Stats

Total Requests 0

Total Accepted Requests 0

Total Interviews 0

Total Offers 0

Total Accepted Offers 0

Total Declined Requests 0

## Portal Insights

Active Veterans  
446

Employed Veterans  
179

### New Companies






Ventia 



[VIEW ACTIVE COMPANIES](#) 

## My Connections

Business Name	Contact Employer	Connection Status	Last Update Date
There is no data on current page			

Navigation:   0   No items to display 

# WHAT AN EMPLOYER WILL SEE



TRANSITION EMPLOYMENT PORTAL

MY ACCOUNT

## Profile Search

**Filter**

**Keyword Search**

**Type of work**

Please select ▼

**Location**

Please select ▼

**SEARCH**

**CLEAR FILTER** →

Showing 1 - 12 of 454 results

Sort By Newest to Oldest ▼

- KL(F)**
  - 18+ years old
  - Desired Work Locations**  
Perth
  - Availability**  
March 2025
  - VIEW PROFILE**
- HEA756**
  - Navy
  - Aircraft Technician, Aviation Maintenance Manager, Project Management.
  - Desired Work Locations**  
Perth
  - Availability**  
September 2025
  - VIEW PROFILE**
- CHI574**
  - Army
  - Supply officer
  - Desired Work Locations**  
Perth, Regional WA, FIFO
  - Availability**  
April 2025
  - VIEW PROFILE**
- TAH325**
  - Army
  - Command Support Clerk/HR Advisor
  - Desired Work Locations**  
SA
  - Availability**  
February 2025
  - VIEW PROFILE**
- DAV197**
  - Navy
  - Electronics Technician
  - Desired Work Locations**  
Perth
  - Availability**  
February 2025
  - VIEW PROFILE**
- AYO273**
  - Navy
  - Combat Systems Operator
  - Desired Work Locations**  
Perth, FIFO
  - Availability**  
February 2025
  - VIEW PROFILE**
- SHE891**
  - Army
  - RAA
  - Desired Work Locations**  
Other, VIC
  - Availability**  
July 2023
  - VIEW PROFILE**
- MAR484**
  - Army
  - Artillery gunner & sig
  - Desired Work Locations**  
QLD, FIFO
  - Availability**  
May 2025
  - VIEW PROFILE**
- SS(F)**
  - 18+ years old
  - Desired Work Locations**  
Perth
  - Availability**  
August 2024
  - VIEW PROFILE**
- MON885**
  - Air Force
  - Airfield Defence Guard
  - Desired Work Locations**  
FIFO, Perth, Regional WA
  - Availability**  
March 2025
  - VIEW PROFILE**
- HAR138**
  - Navy
  - Marine Technician
  - Desired Work Locations**  
Other, QLD
  - Availability**  
March 2025
  - VIEW PROFILE**
- BEN635**
  - Army
  - Regimental Training Sergeant
  - Desired Work Locations**  
Perth
  - Availability**  
January 2025
  - VIEW PROFILE**

# WHAT HAPPENS AFTER YOU SIGN UP

## “You’ve Signed Up – Now What?”

### Step 1:

#### Activate And Launch Your Profile

- Make sure your details reflect your career goals and skills.

### Step 2:

#### Employers View Your Profile

- Companies interested in your skills will reach out.

### Step 3:

#### Start Connecting

- Accept or decline employer requests or explore opportunities.

### Step 4:

#### Receive Support

- Veteran employment consultants provide guidance and advice if needed.

### Step 5:

#### Secure Your Future

- Land the job that’s right for you!



# WHAT MAKES THE TEP DIFFERENT?

TEP isn't just another job portal—it's a career tool built specifically for military families.

- Privacy Matters – Your profile remains anonymous until you accept an employer's request.
- A Network That Understands You – Employers on TEP value the experiences of military families.
- Flexible Work Options – Remote, part-time, and full-time roles tailored to your lifestyle.
- Personalized Support – Get help with career planning, resumes, and interview skills.
- Job Opportunities Across Many Industries – From administration to IT, healthcare to trades, find a career that suits your skills and aspirations.



**SIGN UP & TAKE THE FIRST STEP TOWARD YOUR FUTURE!  
VISIT [www.tep.org.au](http://www.tep.org.au) AND SIGN UP TODAY!**

# NOTES



# **UNLOCKING NEW PATHWAYS FOR MILITARY FAMILIES**

**1300 219 443**  
**[www.tep.org.au](http://www.tep.org.au)**

A joint initiative by

