



**TRANSITION**  
EMPLOYMENT PORTAL

# **TRANSITION EMPLOYMENT PORTAL FOR VETERANS**

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

# ABOUT THE TRANSITION EMPLOYMENT PORTAL (TEP)

Working Spirit and RSLWA launched the Transition Employment Portal (TEP) in December 2022. The TEP is designed to help guide your career path after your military service and provide a central platform where companies can access your skills and experience. Specifically created for veterans, it is the first of its kind in Australia, and we have already seen great success in connecting veterans with employment opportunities since its launch.

Once you register and launch your profile, it will be displayed using the first three letters of your surname and the last three digits of your military ID (e.g., HIN409). This ensures your privacy and security. Creating and launching your profile is a simple five-step process that allows companies registered to hire veterans to view your profile and request to connect with you. You control who can connect, and declining an invitation will not impact your future opportunities. The Working Spirit team is also available to assist in enhancing your profile if needed.

TEP provides an opportunity for veterans to explore potential career paths and establish professional connections even before transitioning from military service. This early networking can help you make informed career decisions and ensure a smoother transition into civilian employment. Additionally, TEP is designed to support all transitioning veterans,

including those who are medically discharged, ensuring that everyone has access to employment opportunities suited to their skills and experiences.

If a company wishes to connect with you, you will receive a notification regarding their interest in the employment fields you have listed in your TEP profile. For example, if ABC Construction requests to connect with you via email, you have the choice to accept or decline. If you choose to connect, the staff at Working Spirit will be notified of the connection. If you decide not to engage, that decision will be noted without any negative impact on future opportunities.

If you need assistance optimizing your profile, the Working Spirit team is here to help. This brochure also contains examples of how to write a TEP Profile.

Not transitioning yet? Another great feature of TEP is the ability to start networking early. You can explore industries and opportunities before you officially transition from military service, helping you make informed career decisions when the time comes.

If you have any concerns about launching your profile, we're here to help. Contact us at [enquiries@workingspirit.org.au](mailto:enquiries@workingspirit.org.au).



## 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 directly from companies that actively seek to hire veterans, as they recognize 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. It offers a more supportive and understanding environment than other job search platforms. Additionally, many employers actively seek out veterans as job candidates, recognizing the value that military experience can bring to their organizations.

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.

OPPORTUNITIES  
AHEAD



# CREATING 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
- 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

TEP TRANSITION EMPLOYMENT PORTAL → Login

## Veteran Registration

### Your Details

<b>First name*</b> <input type="text"/>	<b>Last name*</b> <input type="text"/>
<b>Email address*</b> <input type="text"/>	<b>Phone number*</b> <input type="text"/>



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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 AEST. Please also check your junk folders if you do not receive anything.

Please feel free to email [enquiries@workingwithvets.org.au](mailto:enquiries@workingwithvets.org.au) with any questions you may have.



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TEP TRANSITION EMPLOYMENT PORTAL Return to Registration

## Login

**Email address\***

**Password\***

Remember me



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# STEP 1 - CREATE PROFILE

## Manage Profile



SAVE PROGRESS

NEXT

### Step 1: About Me

#### First name\*

Type your first name

#### Last name\*

Type your last name

#### Email address\*

Type your email address

#### Phone number\*

Type your phone number

#### 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 Privileges  Modified Workspace Requirements  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.

Type your estimated transition date

#### Estimated date of availability\*

Please enter the earliest date of availability

Type your estimated date of availability

#### Location you wish to work\*

- Perth  Regional WA  QLD  NSW  VIC  NT  TAS  SA  FIFO  Other

#### Please enter other location you wish to work

The area of location within your state - e.g. Darwin, Townsville

Type your other location

#### Willingness to relocate to WA or another state\*

- Yes, I'm willing/Currently residing in WA  No, I'm not willing

#### Type of work\*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accounting, Banking & Finance Services | <input type="checkbox"/> Administration & Office Support           | <input type="checkbox"/> Advertising, Marketing & Communications |
| <input type="checkbox"/> Aviation                               | <input type="checkbox"/> Call Centre / Customer Service            | <input type="checkbox"/> Care, Custodial and Courthouse Services |
| <input type="checkbox"/> Construction                           | <input type="checkbox"/> Consulting, Strategy & General Management | <input type="checkbox"/> Design & Architecture                   |
| <input type="checkbox"/> Education & Training                   | <input type="checkbox"/> Emergency services (Arbitrator)           | <input type="checkbox"/> Emergency services (Fire)               |
| <input type="checkbox"/> Emergency services (Police)            | <input type="checkbox"/> Engineering                               | <input type="checkbox"/> Farming, Animals & Conservation         |
| <input type="checkbox"/> Film & Television                      | <input type="checkbox"/> Government & Defence                      | <input type="checkbox"/> Healthcare & Medical                    |
| <input type="checkbox"/> Hospitality & Tourism                  | <input type="checkbox"/> Human Resources & Recruitment             | <input type="checkbox"/> Information & Communication Technology  |
| <input type="checkbox"/> Law Enforcement & Security             | <input type="checkbox"/> Legal                                     | <input type="checkbox"/> Manufacturing, Transport & Logistics    |
| <input type="checkbox"/> Mining, Resources & Energy             | <input type="checkbox"/> Real Estate & Property                    | <input type="checkbox"/> Retail & Consumer Products              |
| <input type="checkbox"/> Sales                                  | <input type="checkbox"/> Science & Technology                      | <input type="checkbox"/> Sports, Recreation & Community Services |
| <input type="checkbox"/> Start Your Own Business                | <input type="checkbox"/> Trades & Services                         | <input type="checkbox"/> Veteran Support Services                |

#### Employment type\*

Please select at least one option, normalising your work when you're available

- Full-time  
 Part-time  
 Casual  
 Contract/Consulting  
 Require family friendly hours

Step 1 of 5

NEXT



# STEP 2 - SKILLS AND QUALIFICATIONS

## Manage Profile



SAVE PROGRESS

PREVIOUS

NEXT

### Step 2: Career, Skills & Qualifications

#### Service Career History\*

Example: I joined the Army in 2004. I was in the Infantry CORPS until the rank of WO1. My latest roles included Company Sergeant Major (CSM) and most recently as a Training Forward Officer.



#### Post Transition History/Career Aspirations\*

Example: Currently, I am working through my mature aged plumbing apprenticeship but have since found that my career aspiration is to work within the mining sector.



#### Skills (reflective of ranks)

- A. Contribute to maintaining professional skills & professional accountability.
- L. Provide advice consistent with management's intent.
- C. Communicate effectively (including presentations).
- S. Maintain equipment & resources in often difficult & demanding work conditions.
- E. Adopt & apply appropriate measures to ensure a safe workplace.
- A. Adopt & apply appropriate measures to ensure the security of the workplace.
- L. Comply with policies, directives, governance requirements & standard operating procedures.
- S. Comply with workplace expectations in often complex, difficult & challenging environments.

#### Additional skills

+ ADD SKILL

#### Military Courses Completed

- Partially completed Initial Military Training
- Partially completed Initial Officer Training
- Initial Military Training
- Initial Employment Training (non technical)
- Initial Employment Training (trade)
- Initial Officer Training
- Initial Officer Employment Course
- Other (Please note down other training below)

#### List any other military courses completed or partially completed during your military service

Please list the course name and year completed, using civilian terms for the military courses you've achieved.

For example - Officer's Initial Employment Training - The course aims to develop practical skills in high-pressure environments, teaching participants to think critically, act decisively, and work efficiently in a team while facing challenges in both tactical and survival scenarios.



#### List any other civilian courses and qualifications

Please list course name and year completed.

Type your list of any civilian courses and qualifications.



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

Let us know if you wish to start networking with employers - even if you are only looking e.g. you still serving but keen to network with employers.

Type your other information you wish to provide.



Step 2 of 5

PREVIOUS

NEXT





# STEP 3 - DOCUMENTS

## Manage 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?\*

Yes  No

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

Yes  No

#### 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

#### Are you on a working visa or other types of visa?\*

Yes  No  N/A

Please enter the type of visas you have.

#### If you have applied for Australian citizenship, do you have your ceremony booked?\*

Yes  No  N/A

Please enter the date of the ceremony:

Step 3 of 5

PREVIOUS NEXT



# INSIGHTS & CONNECTIONS



MY ACCOUNT

Welcome back John

### Connection Requests

You don't have any connection at the moment.

### Your Stats

- Total Requests: 4
- Total Accepted Requests: 3
- Total Interviews: 3
- Total Offers: 1
- Total Accepted Offers: 1
- Total Declined Requests: 0

### Portal Insights

- Active Veterans: 457
- Employed Veterans: 198
- New Companies:
  - Company E
  - Company F
- [VIEW ACTIVE COMPANIES](#)

### My Connections

Business Name	Contact Employee	Connection Status	Last Update Date
Company A	Mike Smith	CONNECTION REQUESTED	14/01/2025
Company B	Jane Brown	OFFER ACCEPTED	14/01/2025
Company C	Mary Brown	CONNECTION ACCEPTED	01/12/2024
Company D	Michael White	CONNECTION ACCEPTED	30/10/2024

1 of 4 items

# COMPLETED PROFILE



MY ACCOUNT

## Veteran Profile

### MOD902

Navy Marine Technician September 2024

#### Let Me Introduce Myself

##### Service Career History

Joined in February 2018 as a Marine Technician and consolidated my skills as a Refrigeration and air-conditioning completing the trade up to a an advanced level. I then posted to HMAS Stirling where I served on various Anzac class ships but spend most of my time on HMAS Sirius as a cargo refrigeration specialist. I also worked as the fuel testing a monitoring specialist and replenishment technician during at sea replenishments. Once ashore I posted to a refrigeration and air-conditioning cell as well as repairing various ships components. Shortly after I temporarily assumed the role of Petty officer in charge of the department. I then discharged from Defence.

##### Post Transition History / Career Aspirations

Post transition I spent some time clearing and finalising some medical conditions before taking some personal time to travel. I am currently volunteering with DFES at my local Marine Rescue and searching for casual work.

#### I'm Interested In

##### Type of Work

- Engineering
- Information & Communication Technology
- Science & Technology
- Start Your Own Business
- Trades & Services
- Veteran Support Services

#### My Capabilities

##### Skills

- Lead & manage small teams to achieve workplace goals & tasks
- Analyse directions & develop a plan to achieve goals & tasks
- Under minimal supervision, prepare & develop small teams
- Monitor & manage team welfare & workplace behaviour
- Deliver training & assessments in the workplace
- Provide advice to managers on workplace requirements & issues
- Communicate workplace requirements through written & verbal means to work crews
- Monitor, maintain & administer safety protocols in the workplace
- Monitor & manage the effective use of workplace resources
- Coordinate effective operation & security compliance in the workplace
- Analyse risks to operations & present opportunities to achieve satisfactory outcomes
- Plan & coordinate directions to meet management expectations within complex & challenging work environments

##### Military Courses Completed

- Initial Military Training
- Initial Employment Training (trade)

##### Other Military Courses Completed

ARCTICK refrigerant handling licence - Gantry crane operators ticket - Forklift truck licence

RETURN TO VETERAN SEARCH

#### Overview

- Desired Work Location
  - Perth
- Willingness to Relocate
  - Yes
- Preferred Employment Type
  - Casual (24 hours) per week
- Security Clearance
  - No
- Able to Obtain Clean Police Clearance or Working with Children Check
  - Yes
- Able to Obtain Working with Children Check
  - Yes
- Minor Offence Check
  - No
- Australian Citizenship
  - Yes

VIEW CONNECTION

# WHAT YOUR EMPLOYER WILL SEE

## Profile Search

Showing 1 - 12 of 20 results

Sort By: Newest to Oldest

**Filter**

**Keyword Search**

**Type of work**

Please select

- Accounting, Banking & Finance Services
- Administrative & Office Support
- Advertising, Marketing & Communications
- Aviation
- Call Centre / Customer Service
- Care, Childcare and Courts / Collective Services
- Construction
- Consulting, Strategy & General Management
- Design & Architecture
- Education & Training
- Emergency services (Employed)
- Emergency services (Self)
- Emergency services (Police)
- Engineering
- Farming, Animals & Conservation
- Film & Television
- Government & Defence
- Healthcare & Medical
- Hospitality & Tourism
- Human Resources & Recruitment
- Information & Communication Technology
- Law, Enforcement & Security
- Leasing
- Manufacturing, Transport & Logistics
- Mining, Resources & Energy
- Real Estate & Property
- Retail & Consumer Products
- Sales
- Science & Technology
- Social, Recreation & Community Services
- Start Your Own Business
- Trade & Services
- Volunteer Support Services

**Location**

Please select

- Perth
- Regional WA
- QLD
- NSW
- VIC
- NT
- TAS
- SA
- NTG
- Other

**SEARCH**

[CLEAR FILTER](#)

**AL\_345**

Air Force  
 507

**Desired Work Locations**  
Other, Q.L.D., TAS, SA, Regional WA, NT

**Availability**  
November 2022

**VIEW PROFILE**

**CM(F)**

15 - 17 years old

**Desired Work Locations**  
Perth

**Availability**  
November 2023

**VIEW PROFILE**

**CB(F)**

15 - 17 years old

**Desired Work Locations**  
Perth, Regional WA, NTG, Other

**Availability**  
October 2023

**VIEW PROFILE**

**CB(F)**

15+ years old

**Desired Work Locations**  
Perth, Regional WA, NTG, Other

**Availability**  
October 2023

**VIEW PROFILE**

**VT(F)**

15+ years old

**Desired Work Locations**  
Other, Perth, Regional WA, NTG

**Availability**  
September 2023

**VIEW PROFILE**

**BAK598**

Army  
 Weapons and Sensor Operator

**Desired Work Locations**  
Perth, NTG, Other

**Availability**  
September 2023

**VIEW PROFILE**

**DUN432**

Air Force  
 T14

**Desired Work Locations**  
Perth, Regional WA, NTG

**Availability**  
September 2023

**VIEW PROFILE**

**CHE789**

Air Force  
 T14

**Desired Work Locations**  
Perth

**Availability**  
December 2022

**VIEW PROFILE**

**W00342**

Army  
 Logistics

**Desired Work Locations**  
Perth

**Availability**  
January 2023

**VIEW PROFILE**

**DAV888**

Air Force  
 Aerospace Electronics Analyst

**Desired Work Locations**  
6000

**Availability**  
January 2023

**VIEW PROFILE**

**BRO131**

Army  
 Armoured Officer

**Desired Work Locations**  
Perth, Other

**Availability**  
January 2023

**VIEW PROFILE**

**MCN139**

Air Force  
 Officer, Instructor Pilot

**Desired Work Locations**  
Perth

**Availability**  
December 2022

**VIEW PROFILE**

1 2 3 4 5

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# 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!



# CONNECTING VETERANS WITH EMPLOYERS: EVENTS & OPPORTUNITIES

The TEP is more than job connections. Our events such as the Career Summits, Networking Events, and Meet & Greets provide veterans with exclusive opportunities to engage with employers, industry leaders, and fellow veterans. These events help you build valuable relationships, gain insights into various industries, and increase your chances of securing meaningful employment.



## THE TEP IMPACT

“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

“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)

“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



# OPPORTUNITY AWAITS

For enquiries ring  
**1300 219 443**

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

A joint initiative by

