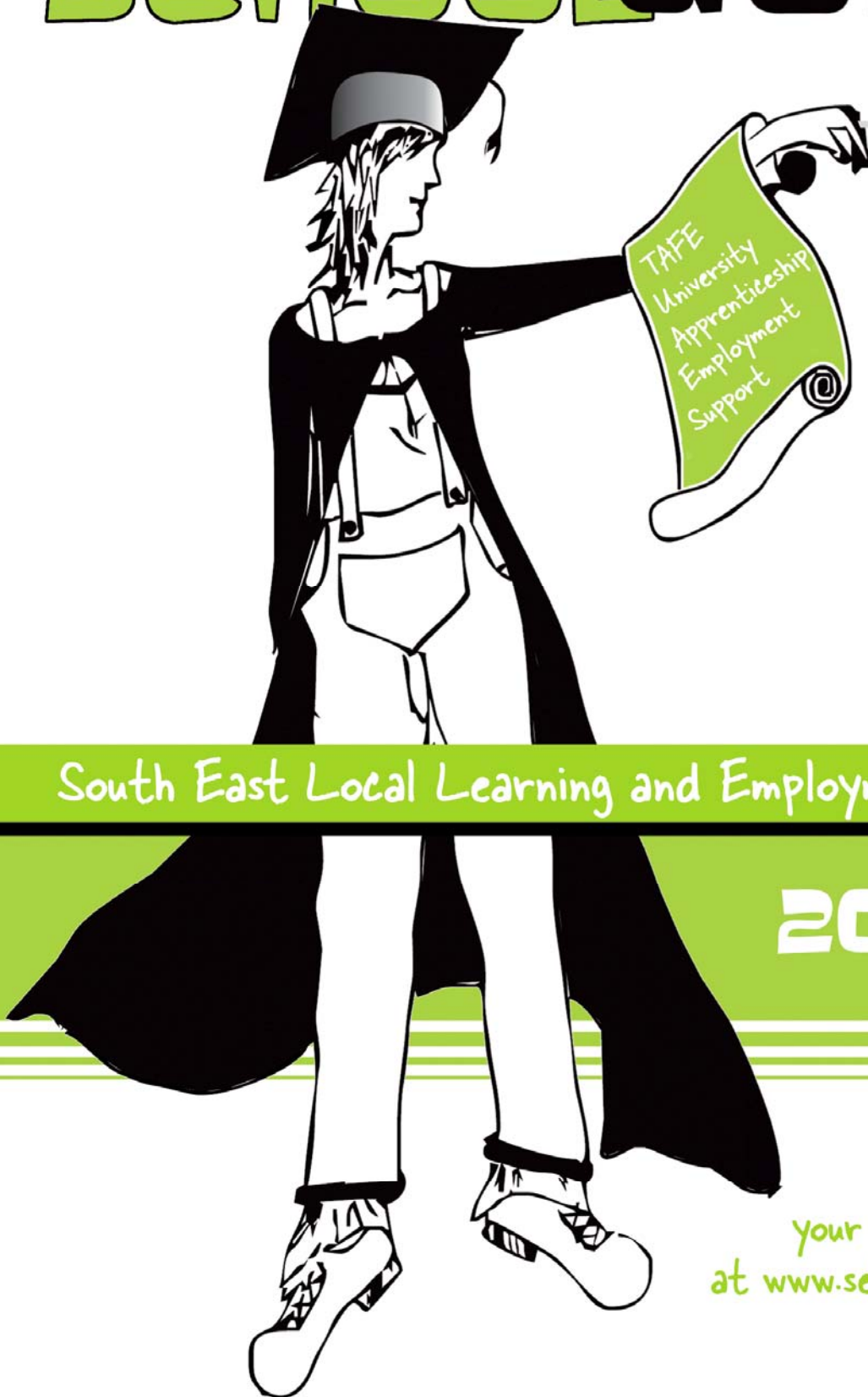


# LIFE AFTER SCHOOL GUIDE



South East Local Learning and Employment Network

2009-10

Download  
your free copy  
at [www.sellen.org.au](http://www.sellen.org.au)

# Life After School Guide 2009–10

## Greater Dandenong, Casey & Cardinia

### Acknowledgements

The following organisations are gratefully acknowledged for their contribution to the development of this resource:



We thank these organisations for their assistance in the compilation of this publication in the spirit of sharing resources to maximize outcome opportunities for all post compulsory secondary students.

We would like to acknowledge the Brotherhood of St Laurence for the base document.

This Guide was compiled in September 2009. At the time of printing all information included in this Guide was deemed to be correct and current, however, if in your use of the Guide you find that information is incorrect or could be updated please contact:



Ph 9794 6921  
[admin@sellen.org.au](mailto:admin@sellen.org.au)

South East Local Learning  
And employment Network

#### IMPORTANT DISCLAIMER

THE INFORMATION INCLUDED IN THIS GUIDE IS CURRENT AS OF SEPTEMBER 2009. PLEASE CHECK INFORMATION WITH THE RELEVANT ORGANISATIONS ON THE SERVICES THEY OFFER AS THE SOUTH EAST LOCAL LEARNING AND EMPLOYMENT NETWORK DISCLAIMS ANY LIABILITY FOR ERRORS OR OMISSIONS AND FOR ANY LIABILITY TO ANY PERSON IN RESPECT OF ACTION TAKEN, OR NOT TAKEN, IN RELIANCE ON THE CONTENT OF THIS PUBLICATION.

## Contents

<b>Welcome</b>	4
- If you have a disability	4
<b>Training</b>	6
- TAFE	7
- NEIS	10
- Registered Training Organisations	11
- Short Courses	13
<b>Apprenticeships &amp; Traineeships</b>	15
- Group Training Companies	18
<b>Tertiary Study</b>	20
- VTAC	20
- Fees for Tertiary Study	23
<b>Employment</b>	24
- Job Services Australia	24
- Disability Employment Network	26
- Australian Disability Enterprises	28
- Job Placement	29
<b>Centrelink</b>	32
- Youth Allowance	34
<b>Youth Services</b>	36
- Youth Centres	36
- Health & Wellbeing	40
- Legal & Housing Assistance	42
- Multicultural Services	43
- Travel	45
- Hospitals	45
<b>Leaving School Before Year 12</b>	46
- TAFE Courses	46
- Adult & Community Education	47
- Community VCAL	48
- Youth Support	50



## Welcome to the 2009-10 Life After School Guide !

The Life After School Guide is packed full of information and local services you might need as you plan for your life after school. In the Guide you will find information about further education options, employment assistance and information, financial assistance information and Youth Service.

If you plan to leave school before completing year 12, we have including a section which will give you lots of information about alternative education options – school may not be for you, but that does not mean you can't continue learning.

## If you have a disability or medical condition

### Futures for Young Adults Program

The Department of Human Services Futures for Young Adults Program (FFYA) provides support to students with a disability to make the transition to post-school options. It is available to eligible students from when they complete their schooling until they turn 21.

**If you leave school early you will still not be eligible for the Futures For Young Adults (FFYA) program until the year after you turn 18.**

For further information about the Futures for Young Adults Program (FFYA) call 1300 131 079

If you are leaving school early it is important to prepare for your support needs before you leave school. Make sure you understand what sort of support is available for you to continue with further education training or employment.

If you want to leave school early because your needs cannot be met in your school you may be able to work out an agreement with the school to continue your support in another course in the community.

It is your responsibility to tell your chosen education, training or employment support provider about your disability or medical condition as soon as you enrol or register. Make sure that you keep any useful information from your school that may help teachers or other workers give you the support you need.



## National Disability Coordination officer Program (NDCO)

The Department of Education Employment and Workplace Relations funds the NDCO Program. The NDCO program aims to improve the transition of people with a disability aged 15 to 64 into further education, training and employment. Your National Disability Coordination Officer can help provide information, coordination and referral for people with a disability.

### *NDCO Julie Fry*

**Email:** [jfry@wodonga.tafe.edu.au](mailto:jfry@wodonga.tafe.edu.au)  
**Phone:** (02) 6055 6919

### *NDCO Sally Bailey*

**Email:** [sally@skillsplus.com.au](mailto:sally@skillsplus.com.au)  
**Phone:** (03) 9784 0400



## Training

This section lists places to learn including TAFEs, Registered Training Organisations and Community Centres. These centres are especially targeted to learning skills that are vocational (will help you towards a specific career), practical and an alternative setting from school.

These websites might help you decide what training program best suits you:  
[www.year12whatnext.gov.au](http://www.year12whatnext.gov.au)

A career guide to help Year 12 students plan their post-school education and training: [www.myfuture.edu.au](http://www.myfuture.edu.au)

Information on career related topics; including careers information, education and training, work and employment: [www.education.vic.gov.au](http://www.education.vic.gov.au)

A comprehensive online resource to help you make educational decisions relating to school, through to university and technical or further education. Also includes information for early school leavers: [www.skills.vic.gov.au](http://www.skills.vic.gov.au)

Information on education and training options for apprentices, trainees, students and adult learners.

## Skills Store

Have you got experience and skills - but no qualifications? The Skills Store can assess your skills and knowledge and arrange for recognition of your prior learning. You may already have the skills to get a qualification, or credit towards one.

### Link Employment and Training

1st Floor 290 Thomas St  
Dandenong 3175  
Phone: 1300 135 008

[www.linkemploy.org.au/skills\\_stores.asp](http://www.linkemploy.org.au/skills_stores.asp)

## Road Rules Class

Designed to help people with literacy problems obtain their learners permit. Includes visit to RACV and a mock test. It runs for 2 hours per week, over 10-12 weeks. This course is run by a Driver Educator through the Outer Eastern Literacy Program

### Outer Eastern Literacy Program Inc.

C/- Boronia Library  
Park Crescent  
Boronia 3155 (Near Boronia railway station.)  
Phone: 9762 4211

[www.acelearnforlife.com.au](http://www.acelearnforlife.com.au)



## TAFE

### TAFE (Technical and Further Education)

Institutes provide an affordable and flexible option for vocational training and education.

Some also offer degree courses. There are many popular choices for study such as business, community services and health plus many more

TAFE also has a mid-year intake in some courses.

### Services

TAFE institutes offer a wide variety of student services including

- Academic study and skills support
- Careers and personal counselling
- Employment assistance

### Support for students with disabilities

If you have a disability or medical condition it is important that you discuss your needs with the Disability Liaison Officer located in the Student Support Services as soon as you enrol. This will give them time to make sure that your support needs are in place in plenty of time before the classes start.

To find a TAFE course go to the course directory [www.tafe.vic.gov.au](http://www.tafe.vic.gov.au) or phone the TAFE Course Line on 13 18 23.

You can also contact a TAFE directly to find out what courses are on offer.

### Fees

Fees for all new enrolments in Government funded TAFE's have changed as of July 1st 2009. All Students commencing a course will pay tuition fees according to a new scheme under the Skills Reform Program. The fees will be calculated based on the number of hours of enrolment, at a rate that varies depending on the category the course is in. For more information about these fee changes see [www.skills.vic.gov.au/tafe\\_students/fees](http://www.skills.vic.gov.au/tafe_students/fees)

Additional costs may be charged for text books, materials and equipment.

Concessions on tuition fees are available to recipients of some government benefits, pensions and allowances including Commonwealth Health Care Card holders and dependants.



## VET Fee – Help

VET Fee-Help is an Australian Government Loan Scheme for TAFE students studying at the Diploma level and above may be able to apply through their training provider for VET Fee-Help assistance to defer the cost of the studies.

See [www.deewr.gov.au/VET/VETFEEHELP](http://www.deewr.gov.au/VET/VETFEEHELP) or call 133 873

### *Chisholm Institute of TAFE*

Chisholm Institute of TAFE has more than 200 courses. These include pre-apprenticeships, apprenticeships, certificates and advanced certificates, diplomas and advanced diplomas.

Courses are available full-time, part-time, self-paced and increasingly through on-line learning programs.

Chisholm Institute have a mid-year intake.

The new Berwick TEC Campus is especially aimed at providing education for 16-19 year olds who have not completed year 12.

[www.berwicktec.edu.au](http://www.berwicktec.edu.au)

Phone: 1800 444 220

#### **Cranbourne Campus**

New Holland Drive  
Cranbourne 3977

#### **Berwick Campus**

25 Kangan Drive  
Berwick 3806

#### **Dandenong Campus**

121 Stud Rd  
Dandenong 3175

#### **Frankston Campus**

Fletcher Rd  
Frankston 3199

[www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au)

### *Holmesglen*

Holmesglen offers over 600 courses with flexible delivery over three campuses. These include pre-apprenticeships, apprenticeships, certificate, diploma and degree courses.

Phone: 9564 1555

#### **Chadstone Campus**

Cnr Batesford & Warrigal Rds  
Chadstone 3148



**Waverley Campus**

585 Waverley Road  
Glen Waverley 3150

**Moorabbin Campus**

488 South Road  
Moorabbin 3189

[www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)

**Box Hill Institute**

Box Hill Institute of TAFE has four main campuses: The Whitehorse, Elgar and Nelson campuses are located within walking distance of each other in the heart of Box Hill and the Ceylon campus is located in Nunawading.

Box Hill offers 400 full-time and part-time courses with flexible study options. There are several degree courses now on offer.

Phone: 9286 9222.

Short Courses: 1300 363 430

**Whitehorse Campus**

1000 Whitehorse Rd  
Box Hill 3128

**Elgar Campus**

465 Elgar Road  
Box Hill 3128

**Nelson Campus**

853 Whitehorse Road  
Box Hill 3128

**Ceylon Campus**

30 –32 Ceylon Street  
Nunawading 3131

[www.boxhillinstitute.edu.au](http://www.boxhillinstitute.edu.au)



## NEIS

New Enterprise Incentive Scheme (NEIS) assists eligible job seekers to become self-employed, establish and run a viable small business.

Assistance provided includes:

- Training in small business management, business skills & business planning (Certificate IV in Small Business Management, NEIS)
- Income Support for up to 52 weeks
- Ongoing Business Advice
- Business Mentoring

Intending applicants should attend a NEIS Information Session before applying. These sessions are held regularly.

### *Who Is Eligible?*

You must be registered as unemployed with Centrelink, be receiving an Income Support Allowance or Pension from Centrelink, have a business idea and have not commenced your business prior to training.

For information on licenses to establish a small business and other information call Victorian Business Line on 132 215.

To find your nearest NEIS Provider Contact 1300 006 347

### *Holmesglen*

Level 1, 160 Drummond Street  
Oakleigh 3166  
Phone: 9564 6834

### *NEIS Chisholm – Dandenong*

121 Stud Road Building A, Level 3  
Dandenong 3175  
Phone: 9238 8550

### *NEIS Chisholm – Frankston*

Fletcher Road, Building W 1st Floor  
Frankston  
Phone: 9238 8550

### *NEIS Chisholm – Cranbourne*

2 New Holland Drive  
Cranbourne 3977  
Phone: 9238 855



## Registered Training Organisations

RTOs can deliver, assess and issue qualifications for nationally recognised training.

The National Training Information Service (NTIS) website: [www.ntis.gov.au/](http://www.ntis.gov.au/), provides a list of all RTOs that deliver training, listed by area.

### Apprenticeships Group Australia

AGA offers quality apprenticeships to young people, by providing secure employment and high quality training. They hire apprentices to employers for short or long term placements, and manage that service in the workplace.

Contact the Melbourne office:

Level 14, 303 Collins St  
Melbourne 3000  
Phone: 9613 6700

For general enquiries email: [enquiries@agaaustralia.com.au](mailto:enquiries@agaaustralia.com.au)  
Visit: [www.agaaustralia.com.au](http://www.agaaustralia.com.au)

### Hand Brake Turn

For young people between the ages of 15-19 who are registered as looking for work with Centrelink or Youth Pathways and are interested in a career in the automotive industry. Certificate I pre-apprenticeship in Automotive covering mechanics, panel beating, spray painting, industry work experience, and also teaches about workshop safety, goal setting and communications skills. Runs for 8 weeks full-time and is free.

7 Hilton St  
Dandenong 3175  
Phone: 9793 1466

[www.concernaustralia.org.au/handbraketurn](http://www.concernaustralia.org.au/handbraketurn)



## Link Employment and Training

Link provides a variety of nationally accredited skills training and certificate courses (including pre-apprenticeships, apprenticeships in building and construction and automotive and traineeships). Contact Link about upcoming courses in automotive, construction, child care, education, office administration, retail, information technology, short courses, or small business.

Phone: 1300 135 008

290 Thomas Street,  
Dandenong 3175

Suite 7, Brockwood House,  
424 Nepean Hwy Frankston.  
Frankston 3199

Services Central,  
6A Henry St Pakenham.

*[www.linkemploy.org.au](http://www.linkemploy.org.au)*

## MEGT

MEGT provides training courses in office administration, frontline management, mentoring and coaching, call centre management and workplace training and financial services.

Phone: 1300 365 022

Suite 2 / 29 Princes Hwy  
Dandenong 3175  
Phone: 9791 4577

29 Ringwood Street  
Ringwood 3134  
Phone: 9879 5222

*[www.megt.com.au](http://www.megt.com.au)*



## Short Courses and Community Education

Neighbourhood Houses run a variety of programs and short courses in areas like:

- Computer skills
- Literacy skills
- Job hunting skills

Some also run accredited Certificate courses such as:

- Certificate in General Education of Adults (CGEA)
- Hospitality
- Aged Care
- Disability & Children's Services
- Workplace Training
- Information Technology.

Cost can involve a minimal fee and/or materials fee. For more information on courses contact the Centres listed, or check the short course website:  
[www.shortcourses.vic.gov.au](http://www.shortcourses.vic.gov.au)

### **Cranbourne Community House**

49 Valepark Crescent  
Cranbourne 3977  
Phone: 5996 2941  
[www.cranbournecommunityhouse.com](http://www.cranbournecommunityhouse.com)

### **Dandenong Neighbourhood House**

34 King Street  
Dandenong 3175  
Phone: 9792 5298

### **Emerald Community House**

354-356 Main Street  
Emerald 3782  
Phone: 5968 3881  
[www.emeraldcommunityhouse.org.au](http://www.emeraldcommunityhouse.org.au)

### **Jan Wilson Community Centre**

Halton Rd (near Football Oval)  
Noble Park Nth 3174  
Phone: 9795 9279  
[www.greaterdandeong.com.au](http://www.greaterdandeong.com.au)

**Keysborough Learning Centre**

402 Corrigan Rd  
Keysborough 3173  
Phone: 9798 7005  
[www.klckey.com.au](http://www.klckey.com.au)

**Living & Learning Pakenham**

6B Henry Street  
Pakenham 3810  
Phone: 5941 2389  
[www.linc.com.au](http://www.linc.com.au)

**Merinda Park Learning & Community Centre**

141-147 Endeavour Drive  
Cranbourne Nth 3977  
Phone: 5996 9434  
[www.merindapark.com.au](http://www.merindapark.com.au)

**Narre Community Learning Centre**

1 Malcolm Court  
Narre Warren 3805  
Phone: 9707 7388  
[www.narreclc.net.au](http://www.narreclc.net.au)

**Noble Park Community Centre**

Memorial Drive  
Noble Park 3174  
Phone: 9547 5801 or 9558 5017  
[www.nobleparkcommunitycentre.org.au](http://www.nobleparkcommunitycentre.org.au)

**Springvale Literacy Centre**

16 Grace Park Avenue  
Springvale 3171  
Phone: 9574 6399  
[www.snh.org.au](http://www.snh.org.au)

**Springvale Learning and Activity Centre**

1 Osborne Ave  
Springvale 3171  
Phone: 9547 2647  
[www.springvalelac.org.au](http://www.springvalelac.org.au)



## Apprenticeships & Traineeships

Apprenticeships and Traineeships combine practical work and training to give you a nationally recognised qualification and the experience you need to get the career you want.

Apprenticeships can be:

- Full-time or part-time
- Started while you are still at school or post-secondary
- In more than 500 occupations from small business to multimedia, sports to retail
- Stepping-stones to ongoing employment or further education

Two types of organisations can help you:

- Group Training organisations (GTO)
- Australian Apprenticeship Centres (AAC)

### How are they different?

**Group Training organisations** provide employment and often training to apprentices and trainees. They create employment for you by organising placements with 'host employers' who provide you with on-the-job training and experience in your trade. Host employers effectively 'hire' you from the group training organisation. Many GTOs are specifically set up to help young people get an apprenticeship or traineeship.

**Australian Apprenticeship Centres** provide support and advice to the public on all apprenticeship and traineeship matters. Although they don't actually find you work, they are a great source of advice and information on different apprenticeships and traineeships available, what they involve, training options and your rights and responsibility as an apprentice. All AAC services are free.

### About Australian apprenticeships

#### *Australian Apprenticeships*

The term 'Australian Apprenticeship' can be used to refer to either an apprenticeship or traineeship. These two types of qualification differ slightly, but have a few things in common.

You need to be employed in order to do an Australian Apprenticeship;

- You are paid by your employer while you learn (whether you are working or at TAFE);
- You need to complete both on-the-job training (while working for your employer) and structured or off-the-job training (with a TAFE college or other accredited training provider). With some qualifications, especially traineeships all of the training can be done in your employer's workplace;
- You receive a nationally recognised qualification at the end.



### *Apprenticeships*

Are usually trade based occupations (eg. Mechanic, hairdresser, building trades, cook) which take 3 or 4 years full time to complete. In most of these trades you need to have done an apprenticeship to be employed as a qualified person.

### *Traineeships*

Tend to be non-trade based occupations, with some exceptions. They are completed over 1 to 2 years full or part time. Training may be totally on the job or combine on and off the job (eg. Retail, Business Administration). Unlike apprenticeships, with a traineeship your qualification is complete as soon as you finish the structured (TAFE) training, so you can often complete them before the nominal duration if you work hard.

To find out if a qualification is an 'apprenticeship' or 'traineeship' just contact your local Australian Apprenticeship Centre.

### *Pre Apprenticeship Courses*

- Give you a head start to an apprenticeship (but is not an apprenticeship itself)
- Completed over 16 weeks at TAFE.
- You are usually not employed at the time (it is full time study)
- Most TAFE's start pre-apprenticeships at the beginning and middle of the year. Contact the TAFE hotline 13 18 23 or [www.tafe.vic.edu.au](http://www.tafe.vic.edu.au) to find course dates.

## **Who is eligible to do an Australian Apprenticeship?**

Any job seeker is eligible to apply for an Apprenticeship position, provided they are an Australian citizen or permanent resident (or a New Zealand passport holder)

You do not have to be registered with Centrelink or be unemployed.

If you have a disability your employer may receive assistance for tutorial, interpreter and mentor services or funding under the disabled Australian apprenticeship wage support program.

### *What you need to do to get an apprenticeship or traineeship*

1. Find an employer by contacting:

- Employers in industries where you would like to work
- Local Group Training Organisations
- Australian Apprenticeship Centres
- Centrelink or Job Services Australia
- Search advertised job vacancies

2. Once you start employment as an apprentice you will need to contact any Australian Apprenticeships Centre (AAC) to sign you and your employer into an apprenticeship contract.

For more information visit:

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

[www.grouptraining.com.au](http://www.grouptraining.com.au)

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

## Australian Apprenticeship Centres

### Apprenticeships Group Australia

Phone: 1300 242 000

Factory 1, 96 Hallam South Rd

Hallam 3803

Phone: 9613 6700

[www.agaustralia.com.au](http://www.agaustralia.com.au)

### Apprenticeships Melbourne

Lower Ground Level, Knox O-Zone Building

Burwood Hwy, Wantirna South 3152

Phone: 9837 8777

[www.apprenticeshipsmelbourne.com.au](http://www.apprenticeshipsmelbourne.com.au)

### MEGT

Phone: 1300 365 022

Suite 2/29 Princes Highway

Dandenong 3175

Phone: 9791 4577

29 Ringwood Street

Ringwood 3134

Phone: 9879 5222

13A Central Ave

Moorabbin 3189

Phone: 9532 3913

[www.megt.com.au](http://www.megt.com.au)

### Sarina Russo

Unit 1, 31-33 Robinson Street

Dandenong 3175

Phone: 9794 4500

Shop HM2A

Overland Drive, Fountain Gate Shopping Centre

Narre Warren 3805

Phone: 9705 3500

[www.sarinarusso.com.au](http://www.sarinarusso.com.au)

### VECCI

Phone: 1300 365 336

Suite 4, 71 Robinson Street

Dandenong 3175

Phone: 9792 9572

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



## Local Group Training Companies

### **Apprenticeships Group Australia**

Phone: 1300 242 000  
Factory 1, 96 Hallam South Road  
Hallam 3803  
Phone : 8786 4500

22-24 Research Drive  
South Croydon 3136  
Phone : 9237 7400

16-20 Clairmont Ave  
Bentleigh 3204  
Phone : 8530 6600

For all apprenticeship careers inquiries please call 1300 AGA 000 or visit [www.agaaustralia.com.au/careers](http://www.agaaustralia.com.au/careers)

### **LINK Employment & Training**

290 Thomas St  
Dandenong 3175  
Phone: 1300 135 008  
[www.linkemploy.org.au](http://www.linkemploy.org.au)

### **Technical Training Centre**

39A Brighton Road  
Dandenong  
Tel: 1300 135 008

Suite 7 Brockwood House  
424 Nepean Hwy  
Frankston Victoria 3199  
Tel: 1300 135 008

### **Southern Suburbs Group Training**

Suite2, 12 Jamieson Street  
Cheltenham 3192  
Phone: 9583 9444  
[www.ssgt.com.au](http://www.ssgt.com.au)

## Group Training Companies

### Industry Specific

There are a number of specialist Group Training Companies that concentrate on specific industries all over Victoria. For a full list of Group Training Companies see [www.grouptraining.com.au](http://www.grouptraining.com.au)

#### **370 Degrees Group**

Electrotechnology, lineworkers, Plumbing, Engineering, IT, Business Administration

1024 Lygon Street

Carlton North 3054

Phone: 9389 9959

[www.370degrees.com.au](http://www.370degrees.com.au)

#### **AFL Sportsready**

Sports and Recreation Industry, Horticulture

M.C.G, Brunton Avenue

Jolimont 3002

Phone: 8663 3030

[www.aflsportsready.com.au](http://www.aflsportsready.com.au)

#### **Australian Industry Group Training Services**

Manufacturing, Transport/Distribution, Business, Retail and others

20 Queens Road

Melbourne 3004

Phone: 9867 0111

[www.aigts.com.au](http://www.aigts.com.au)

#### **Master Plumbers Group Apprenticeship Scheme**

Plumbing Industry

525 King Street

West Melbourne 3003

Phone: 9329 9622

[www.plumbingcareer.com.au](http://www.plumbingcareer.com.au)

#### **VACC**

Automotive, VACC House

464 St Kilda Road

Melbourne 3004

Phone: 9829 1130

[www.vacc.com.au](http://www.vacc.com.au)

[www.autoapprenticeships.com.au](http://www.autoapprenticeships.com.au)

## Tertiary Study

### VTAC

Year 12 school leavers who have applied to VTAC (Victorian Tertiary Admissions Centre) for university and TAFE courses need to ensure they meet all deadlines for applications, extra requirements, changing preferences, offers and enrolments.

#### *Calendar of Important Dates*

**October 30<sup>th</sup> (5pm):**

First change of preference round closes

**November 13<sup>th</sup> (5pm):**

Late VTAC applications close

**December 11<sup>th</sup> (5pm):**

Very late VTAC applications close

**December 14<sup>th</sup> (5pm):**

VCE results and ENTERs available by:

Internet: [results.vcaa.vic.edu.au](http://results.vcaa.vic.edu.au)

SMS (request details available at [www.vcaa.vic.edu.au/vce\\_results\\_enter.html](http://www.vcaa.vic.edu.au/vce_results_enter.html))

Phone 1900 957 888

**December 15<sup>th</sup>:**

VCE results and ENTERs received by applicants in mail from this date

**Nov 30<sup>th</sup>-21<sup>st</sup> Dec (12 noon):**

Change of Preference period

**January 18<sup>th</sup> (9pm):**

Round 1 VTAC offers on MyInfo on [www.vtac.edu.au](http://www.vtac.edu.au) and in mail/press

**February 5<sup>th</sup> (2pm):**

Round 2 VTAC offers

**February 23<sup>rd</sup>:**

Round 3 VTAC offers

#### *Extra Requirements for VTAC Courses*

There are extra things you need to do after you have applied for some VTAC courses.

Examples are application forms, pre-selection kits, interviews, folios, auditions and information sessions. Be sure to complete these for courses you have applied for and any you may wish to add during the Change of Preference period in December. Treat optional extra requirements as compulsory, if you are serious about gaining an offer. *NB: If you don't complete extra requirements, you will not be considered for a course, even if your ENTER is very high!*

## Change of Preference Guidelines

When you get your ENTER on December 14th you will need to assess whether you need to change your preferences. **Preferences must be changed by 12.00 noon on Dec 21st.**

Please note:

- To maximise the chance of getting a Round 1 offer, your last preference needs to be at least 10 -15 ENTER points below your score (based on the previous year's ENTER data). Consider nominating a TAFE course to increase your chance of an offer further.
- Leave your dream course as your first preference if you can afford to, even if it's up to 10 ENTER points above your **score**. Check the list of new and cancelled VTAC courses on [www.vtac.edu.au](http://www.vtac.edu.au)
- Only add courses you are definitely eligible for – check prerequisites and minimum study scores, extra requirements, deadlines etc
- Check that you have applied for a type 1 course (Commonwealth Supported Place or VET place with government funding) rather than a type 2 course, which is full fee paying
- Universities, TAFE Institutes and Independent Tertiary Colleges will have details on their websites about hotlines and information sessions
- Contact your Careers teacher if you need advice.

### *What happens after Change of Preferences?*

The VTAC Guide has a section on how offers are made and how to accept, reject and defer any **offer that you may receive**. *Remember to accept your first round offer by the deadline. To do this, you will need to attend enrolment as advised by your **Letter of Offer**. You will still be eligible for **any later offers**.* If you get a better offer in a later round, or if you change your mind about enrolling, you can reject your first offer THEN.

BUT if you don't accept an offer by the deadline, your place will be offered to someone else. It will be too late to change your mind!

## What if you don't get a VTAC offer?

### *Irregular Offers*

If you didn't get a first round offer you can use the Application for Irregular Offer form after the close of first round offers. This form can be downloaded from the VTAC website and **is** used for:

- **Making a course you have not previously listed your first preference** as long as it doesn't have extra requirements you should have completed earlier
- Changing your first preference to a course that was lower on your original list of **preferences**

This form cannot be photocopied. Do not use ink on form – pencil only. DO NOT POST. Take directly to selection officers, but do not leave it there unless they are reasonably sure you have a place. Be sure to get a time to have an answer about your Irregular Offer application – the longer you leave it, the more places are filled in other courses. *Check VTAC website for courses with places still available – this should be available after the close of first round offers.*

## Other Options

- Contact your Careers teacher as soon as possible to discuss your options
- Some TAFE courses in the VTAC Guide may accept direct applications for courses which still have vacancies
- Direct applications to TAFE for certificate 2 or 3 courses, or you can apply directly for a part-time place in a VTAC TAFE certificate 4 or diploma course, and then convert to full-time when/if a place becomes available.
- Some newly accredited university and TAFE courses may also be available by direct application. See university/TAFE websites and newspapers for details
- Consider alternative pathways, bridging/foundation courses e.g. Victoria University offers a Foundation Year in Science, Engineering and Education (Phone 9919 6100) and Brighton Bay Art, Design and Photography offers a one year program for students wanting to develop folios for entry into these areas at TAFE / Uni. (Phone 9531 9566). Monash University offers the Diploma of Tertiary Study (DoTS). DoTS is a one year program studied at either the Berwick or Gippsland campuses that offers students first year university study with extra academic support. Successful students can then apply to enter 2<sup>nd</sup> year of the degree program. Post-ENTER applications are made directly to the University before 22 January 2010.
- Further course options, including certificate and degree programs, are available through private institutions and colleges. Speak to your Careers teacher to discuss these opportunities.
- Mid year entry is also available in some courses by direct application. University and TAFE websites usually start publishing these vacancies from mid – May.



## Fees for Tertiary Study

There are three types of fees for Tertiary courses:

- CSP (Commonwealth Supported Places) - these are partially paid for by the government, and the student component can be paid up front, or deferred (now called HECS-HELP) until the student graduates and earns a minimum annual income (currently at \$41,595 in 2009)
- Fee Paying – offered by Independent Tertiary Colleges (ITC's) and TAFE providers. There is no government contribution for these places and unless you receive a scholarship, you will be liable for the full cost of the course
- International – these are full fee courses for international students
- VET Course Fees if you are 20 years or older on Jan 1 2010- your eligibility for a Government funded Vocational Education and Training (VET) place cannot be determined at the time of application. Eligibility and hence the fees, will be determined by the institution providing the course at the time of enrolment [www.vtac.edu.au](http://www.vtac.edu.au)

For more details on the information in this section.

[www.goingtouni.gov.au](http://www.goingtouni.gov.au) or phone student enquiry line on 1800 020 108

For information on CSP places, deferring HECS-HELP, and FEE-HELP (a government loan scheme for assistance with fees).



## Employment

### Job Services Australia

Formerly Job Network:

Employment Services are provided by Job Service Australia Contractors, a network of private and community organisations dedicated to helping you find and keep a job. This help may include:

- Writing a Resume
- Accessing work experience opportunities
- Gaining skills or qualifications
- Overcoming barriers to employment

Target:

- You are eligible for Job Search Support so long as you are not:
  - working in paid employment for 15 hours or more each week
  - a full-time student (unless you are only looking for apprenticeships or traineeships)
  - an overseas visitor on a working holiday visa
  - Prohibited by law from working in Australia.

Contact:

13 28 50 – **Centrelink Employment Services**

[www.workplace.gov.au](http://www.workplace.gov.au)

[www.jobsearch.gov.au](http://www.jobsearch.gov.au)

**AMES Employment Service – Youth Specialist**

9540 3765 – Noble Park

9548 0580 – Springvale

8791 2400 – Dandenong

[www.ames.net.au](http://www.ames.net.au)

**Campbell Page**

1300 139 920 - Head Office

9293 5233 – Dandenong

8543 1700 - Springvale

**Direct Recruitment**

03 9882 0522 – Springvale

[www.directrecruitment.com.au](http://www.directrecruitment.com.au)

**ECHO**

5990 0555 – Cranbourne  
8790 1621 – Narre Warren  
[www.echoaustralia.com.au](http://www.echoaustralia.com.au)

**Hanover Welfare Services**

9792 0750- Dandenong  
[www.hanover.org.au](http://www.hanover.org.au)

**Holmesglen TAFE**

9564 1555 - General Enquiries

**Integrated Employment & Training Services**

9545 7600 – Noble Park

**IPA Personnel**

8549 8222 – Springvale  
[www.ipagroup.com.au](http://www.ipagroup.com.au)

**MAX Employment**

5990 0000 – Cranbourne  
8796 6500 – Narre Warren  
[www.maxemployment.com.au](http://www.maxemployment.com.au)

**NMTC – Young Jobs Australia – Youth Specialist**

1300 402 220

Narre Warren  
Cranbourne  
Pakenham  
Cockatoo

**Reed In Partnership**

Dandenong - 8644 9220  
[www.reedinpartnership.com.au](http://www.reedinpartnership.com.au)

**Salvation Army Employment Plus**

8549 8400 – Springvale  
9767 8300 – Dandenong  
5991 0100 – Cranbourne  
9705 4600 – Fountain Gate  
[www.employmentplus.com.au](http://www.employmentplus.com.au)

**Sarina Russo Job Access**

9794 4500 – Dandenong  
9705 3500 – Narre Warren  
[www.sarinarusso.com.au](http://www.sarinarusso.com.au)

**WISE**

9792 9023 – Dandenong  
5996 3511 – Cranbourne  
[www.wiseemployment.com.au](http://www.wiseemployment.com.au)

**Vitality Personnel**

9794 4888  
Dandenong



## Disability Employment Network (DEN)

The Disability Employment Network (DEN) provides specialist assistance to job seekers with disabilities who require on going support to find and maintain employment. DEN is delivered by a network of organisations – large and small – around Australia.

A job seeker can be referred to DEN if they:

- have a permanent (or likely to be permanent) disability and
- have a reduced capacity for communication, learning or mobility and
- Require support for more than six months after placement in employment.

In addition to these criteria, a job seeker will be referred to DEN if they require specialist assistance to build capacity in order to share the financial, social and personal benefits that employment offers.

Open employment services assist job seekers to gain and maintain employment in the open employment market or to become self-employed. They provide training, job placement and on-the-job support. Each year open employment services helps more than 50 000 people with moderate to severe disabilities find and keep work.

NB: The Disability Employment Network is currently going through some significant changes, the following services are valid until February 2010. After this time this resources will be updated to reflect changes. Please refer to the SELLEN website for updates.

All Disability Employment Networks offer a slightly different service. You can approach a Network directly to find the service you prefer or ask Centrelink to provide you with a referral.

For more information about how DEN members can help you, or to locate your local service, visit [jobaccess.gov.au](http://jobaccess.gov.au) or phone a JobAccess Adviser on 1800 464 800.

### **Dandenong Valley Job Services**

Ground Floor, M+K Building  
40-42 Scott Street  
Dandenong Victoria 3175

e-mail: [dvjs@dvjs.com.au](mailto:dvjs@dvjs.com.au)  
sms: 0407 764 991  
Phone: 03 9792 3666

Cranbourne Office  
Level 1, 15 Childers St  
Cranbourne Victoria 3977

e-mail: [receptioncran@dvjs.com.au](mailto:receptioncran@dvjs.com.au)  
[www.dvjs.com.au](http://www.dvjs.com.au)  
Phone: 03 5996 7254 | Fax: 03 5996 3187

**Interact**

Shop 4/1 High Street  
Cranbourne 3977  
[www.interactaust.com.au](http://www.interactaust.com.au)  
Phone: 5996 5688

**Momentum Personnel**

Suite 8/418 Princes Hwy  
Narre Warren 3805  
[www.momentumpersonnel.com.au](http://www.momentumpersonnel.com.au)  
Phone: 9705 6445

**Paramount Personnel**

Suite 5, 50 Thomas St  
Dandenong 3175  
[www.optionsvic.org.au](http://www.optionsvic.org.au)  
Phone: 8710 8888

**SkillsPlus**

Level 3, Plaza Business Centre  
26 -36 McCrae Street  
Dandenong 3175  
[www.skillsplus.com.au](http://www.skillsplus.com.au)  
Phone: 9792 9669

**WISE Employment Ltd**

18 Mason St  
Dandenong 3175  
Phone: 9792 9023

7/9 Bakewell St  
Cranbourne 3977  
[www.wiseemployment.com.au](http://www.wiseemployment.com.au)  
Phone: 5996 3511

**Working Arrangements**

Office 1, 85 Foster Street  
Dandenong 3175  
[www.workingarrangements.com.au](http://www.workingarrangements.com.au)  
Phone: 9792 9957

**Workbridge**

14 Kingsley Close  
Rowville 3178  
[www.workbridge.asn.au](http://www.workbridge.asn.au)  
Phone: 9764 1274



## Australian Disability Enterprises

Australian Disability Enterprises (formerly Business Services) are commercial enterprises whose workforce is predominantly people with disability. Disability Business Services are especially suited to you if you have higher support needs and require a higher level of ongoing support.

[www.australiandisabilityenterprises.com.au](http://www.australiandisabilityenterprises.com.au)

### **Gateway Industries Inc**

55-57 Progress Street  
DANDENONG VIC 3175  
Phone: (03) 9793 9988  
[www.gatewayindustries.com.au](http://www.gatewayindustries.com.au)

### **Outlook Environmental**

24 Toomuc Valley Road  
PAKENHAM VIC 3810  
Phone: (03) 5941 1535  
[www.outlookenviro.org.au](http://www.outlookenviro.org.au)

### **Paramount Workforce**

25 / 134 Springvale Road  
SPRINGVALE VIC 3171  
Phone: (03) 9546 1744  
[www.paramountworkforce.com.au](http://www.paramountworkforce.com.au)

### **Scope Business Enterprises - South-East Industries**

9 Parsons Street  
CLAYTON SOUTH VIC 3169  
Phone: (03) 9543 7666  
[www.scopevic.org.au](http://www.scopevic.org.au)

### **Wallara Industries**

20-22 Tower Court  
NOBLE PARK VIC 3174  
Phone: (03) 9798 1019  
[www.wallaraindustries.com.au](http://www.wallaraindustries.com.au)

### **Waverley Industries Limited Hallam Branch**

37B Star Crescent  
HALLAM VIC 3803  
Phone: (03) 9544 7222  
[www.wavind.org](http://www.wavind.org)

## Job Placement

Job Placement Organisations deal directly with employers to source vacancies and place registered job seekers in those vacancies.

### **All Staff Australia**

1300 637 632 – Dandenong South  
[www.allstaff.au.com](http://www.allstaff.au.com)

### **Bluestone Personnel**

8791 3820  
[www.bluestonepersonnel.com.au](http://www.bluestonepersonnel.com.au)

### **CM Ready Workforce**

9797 5555 – Dandenong  
[www.readyworkforce.com.au](http://www.readyworkforce.com.au)

### **ESP Techforce**

9794 9355 – Dandenong

### **Fusion Workforce**

9767 2999  
[www.fusionworkforce.com.au](http://www.fusionworkforce.com.au)

### **Link Employment & Training**

1300 135 008 – Pakenham & Dandenong  
[www.linkemploy.org.au](http://www.linkemploy.org.au)

### **MEGT**

9791 4577 – Dandenong  
[www.megt.com.au](http://www.megt.com.au)

### **Paramount Personnel**

8710 8888 – Dandenong

### **SkillsPlus**

9792 9669 – Dandenong  
[www.skillsplus.com.au](http://www.skillsplus.com.au)

### **Strategy One Recruitment**

8791 1500 – Dandenong  
[www.strategy1hr.com.au](http://www.strategy1hr.com.au)

### **Workforce Extensions**

8791 1900 – Dandenong South  
5995 3705 – Cranbourne  
[www.workforceextensions.com.au](http://www.workforceextensions.com.au)

### **Jobfind Centres**

5990 1100 – Cranbourne  
9704 3500 – Narre Warren  
8789 2300 – Dandenong  
5945 3900 - Pakenham

[www.jobfindcentre.com.au](http://www.jobfindcentre.com.au)

## Useful Websites

*[www.jobsearch.gov.au](http://www.jobsearch.gov.au)*

A national vacancy database. Use your Job Seeker I.D. to post your resume online.

*[www.jobjuice.gov.au](http://www.jobjuice.gov.au)*

A special website for young people looking for a job.

*[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)*

Information on job seeking, training and career profiles.

*[www.defencejobs.gov.au](http://www.defencejobs.gov.au)*

For information about careers with the army, navy, air force, Australian Defence Force Academy and the reserves.

Phone: 13 19 01

*[www.ato.gov.au](http://www.ato.gov.au)*

Australian Tax Office for online services, tax returns, forms and services, rulings, policies and law.

*[www.fwo.gov.au](http://www.fwo.gov.au)*

Youth @ work: Australian Government Workplace Ombudsman. A checklist of workplace rights for young workers and where to go for assistance for: wages, pay slips, agreements and unlawful termination.

Phone: 1300 724 200

*[www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au)*

Career profiles, training requirements and education pathways.



## Employment Conditions

### Job Watch

Is a specialist community legal centre focusing on employment law and training related issues. For assistance with recovery of unpaid employment money, unpaid trial work, misleading advertisements, workplace violence, bullying, termination issues and discrimination phone the advice line Monday to Friday:

Phone: 9662 1933  
Country: 1800 331 617  
[www.jobwatch.org.au](http://www.jobwatch.org.au)

### Workplace Authority

Advice, assistance and information on workplace agreements.

Phone: 1300 363 264  
[www.workplaceauthority.gov.au](http://www.workplaceauthority.gov.au)

### Victorian Equal Opportunity and Human Rights Commission

Helps to resolve issues of discrimination, sexual harassment and racial and religious vilification.

Phone: 9281 7100  
Country: 1800 134 142  
[www.equalopportunitycommission.vic.gov.au](http://www.equalopportunitycommission.vic.gov.au)

### Workplace Rights Advocate

Information on workplace rights for young people.  
[www.business.vic.gov.au](http://www.business.vic.gov.au)

## Centrelink

### Centrelink Offices

**Dandenong**

27-29 Robinson Street  
Dandenong 3175

**Springvale**

324-334 Springvale Road  
Springvale 3171

**Cranbourne**

7-9 Codrington Street  
Cranbourne 3977

**Narre Warren**

Fountain Gate Shopping Centre  
Homemaker 12 Overland Drive  
Narre Warren 3805

**Pakenham**

17 John Street  
Pakenham 3810

### Contacts

**Youth and Student Services**

Phone: 132 490

**Looking for Work**

Phone: 132 850

**Multi-lingual Information**

Phone: 131 202

*[www.centrelink.gov.au](http://www.centrelink.gov.au)*

## Youth Officers

Services for young people are targeted to individual needs and circumstances. Youth Teams aim to help young people understand and access the education, training and employment choices available to them and to identify their individual goals. This can involve further study, apprenticeship, traineeship choices, or help getting a job.

Officers in Youth Teams are specifically trained to work with young people. Young people now have access to a One to One Service Officer who provides a personalised service to help the young person negotiate appropriate pathways. This includes a variety of activities such as assessing eligibility for income support, employment placement, accommodation support, providing career information, and making accurate and relevant referrals to Centrelink specialist services and other relevant services in the community.

## Career Planning & Work Experience

Career Planning helps people to make appropriate and realistic career choices. It's for job seekers who are having trouble deciding what they want in a career and needing direction - whether it is deciding on a course of study, upgrading their existing skills or just finding the right job.

Ask Centrelink about Career Planning, Work for the Dole and Green Corps or search the Centrelink web site for more information.

## Social Work Services

Centrelink has a Social Work Service to assist people who may need extra help by offering short term counselling and support, giving information about or referring to other services in the community. In special circumstances Social Workers can determine if you are eligible for payments and assist people who are in crisis or facing difficulties in their lives.

Phone the Centrelink Appointments line on 13 10 21 to:

- speak directly to a Social Worker, or
- make an appointment to see a Social Worker at your local Customer Service Centre.

## Psychology Services

Centrelink Psychologists can help you identify your potential to participate in employment, education, training and other social participation activities (such as volunteer work). They make recommendations on the most appropriate assistance to help you develop your potential.

If you want to see a Centrelink Psychologist call 13 2850 or ask a staff member at your local Centrelink Office.

Officers in Youth Teams are specifically trained to work with young people. Young people now have access to a One to One Service Officer who provides a personalised service to help the young person negotiate appropriate pathways. This includes a variety of activities such as assessing eligibility for income support, employment placement, accommodation support, providing career information, and making accurate and relevant referrals to Centrelink specialist services and other relevant services in the community.

## Youth Allowance

### What is it?

Youth Allowance is a single income support payment for young people regardless of whether they are in education, training, looking for work or sick. Youth Allowance enables you to go from study to training to job seeking without changing payments.

### Under 18?

If you are under 18, and have not completed Year 12, you are usually required to be in full time education, undertaking an Australian Apprenticeship or training to qualify for Youth Allowance, although some exemptions apply.

### Who is eligible?

You may be eligible for Youth Allowance if you are:

- 16 - 20 years old and
- looking for full time work or undertaking a combination of approved activities, or have a temporary exemption from the participation and Activity Test requirements. If you do not have a Year 12 certificate or an equivalent qualification (Certificate level II or above) you will generally be expected to undertake study or training to meet the Activity Test.
- 16 - 24 years old and studying or undertaking an Australian Apprenticeship full-time.
- Other criteria – check with Centrelink to determine your eligibility

If your circumstances change you may no longer be eligible for the same amount of Youth Allowance. For example, if you leave full time study for part-time study or for employment (even casual or part-time employment). If you are overpaid because you didn't tell Centrelink that your circumstances change you will have to pay back the money.

When making a claim for Youth Allowance you will need to provide proof of identity as well as other documentation. These requirements are listed on the Youth Allowance claim form or you can check with Centrelink.

To apply contact Centrelink on 13 24 90. Full time students can apply online.

### Participation or Activity Test Requirements

To continue receiving benefits, Centrelink may require you to participate in certain activities such as Work for the Dole, Literacy and Numeracy training, Voluntary or Part time work, Joining the Green Corps, Education or Training, this is known as 'mutual obligation'.



## Low Income Health Care Card

Centrelink customers who receive certain payments and benefits automatically receive a Health Care Card as part of their entitlement. Full-time students may apply for a Low Income Health Care Card.

A Health Care Card entitles you to reduced cost medicines and health care as well as a limited number of other concessions including public transport.

For more information call 13 24 90.

## Abstudy

### *What is it?*

If you are an Indigenous secondary or tertiary student or a full time Australian Apprentice, ABSTUDY may be able to help you stay at school or go on to further studies. ABSTUDY consists of a fortnightly living allowance as well as additional components to help with the costs associated with attending school.

For more information, phone the ABSTUDY line on 13 23 17.

## Youth Services

### Youth Centres

Youth Centres offer a variety of services and programs for young people.

They provide:

- Support and information in a non-judgmental and safe environment
- Confidentiality
- Information and referral about
- Money matters
- Employment
- Drugs and alcohol
- Education
- Accommodation
- Health

#### *Greater Dandenong Community Health Service*

- Information and referral to services, local centres, clubs
- Leadership programs
- Personal Development programs
- Youth and family counseling
- Health information- doctors, dentists, nurses, physiotherapy, podiatry

55 Buckingham Avenue  
Springvale. 3171

Phone: 8558 9080

[www.southernhealth.org.au/chs/dndong.htm](http://www.southernhealth.org.au/chs/dndong.htm)

#### *VISY Cares Youth Centre*

- Youth and family counselling
- Drug & Alcohol; Sexual assault, Legal issues; financial counselling; Education and Employment
- Assistance for refugees
- Showers and laundry for the use of young people in need, predominantly those who are homeless

39A Clow Street  
Dandenong. 3175

Phone: 9793 2155

[www.greaterdandenong.com.au](http://www.greaterdandenong.com.au)

### *The Venue, City of Greater Dandenong*

For young people aged 12-25 years and who are living in the City of Greater Dandenong area.

A Youth Development Worker operates from the Venue. Their role involves:

- Organising and running youth related events together with young people, community and local service providers
- Empowering local communities to improve youth related services

Council's Youth Support Service also operates from The Venue. They offer confidential youth support and counselling around issues such as:

- Advocacy (e.g. dealing with Centrelink and/or government departments)
- Housing
- Information and Referral, including links to other services
- Education, Training and Employment Options
- Drug and Alcohol support service referrals
- Group programs for young people's well-being issues. These are designed to build personal life skills and support for participants

9 Memorial Dve  
Noble Park 3174  
Phone: 9558 5006

City of Greater Dandenong Youth Services also offer The Muso Network Castle Cafe, sport, art and dance youth events and workshops.

Phone: 9793 2155  
[www.greaterdandenong.com.au](http://www.greaterdandenong.com.au)

### *Youth Information Centres, City of Casey*

Youth Information Centres offer young people aged 10-25 and their families activities, information, support and referral on a range of issues, concerns and needs.

Information for a school assignment, a friend or yourself:

Youth Information Centres have a large range of information and services relevant to young people. Centres have information on, recreation, employment, health issues, drug/alcohol, housing, personal development programs, sexuality, family issues, legal issues and education options.

Support: a youth worker is available to discuss any issues or concerns you have on a variety of topics. If the worker is unable to help you specifically, they will link you with someone who can.

Computers: Hampton Park and Cranbourne Youth Information Centres have computers with internet

**Cranbourne**

Shop 58  
Centro Cranbourne  
Phone: 5996 7667

**Hampton Park**

Shop 5/19, Enterprise Avenue,  
Hampton Park 3976  
Phone: 9702 9510

**Seasonal Vibe**

Mobile Youth Bus  
Mobile 0438 013 165  
Email [vibe@casey.vic.gov.au](mailto:vibe@casey.vic.gov.au)

City of Casey Youth Services also offer Freeza events, youth programs, leadership development, Fit to Drive, school holiday program, youth support workers and programs for mums & dads.

Phone: 9705 5200  
[www.casey.vic.gov.au/insideinfo/](http://www.casey.vic.gov.au/insideinfo/)

***Young People in Cardinia Shire***

A team of qualified youth workers provides resources for young people and their families including:

- Freeza events
- After school activities
- Personal development programs
- Young Leaders
- Youth support
- Workshops
- Skating, dance, sport and art programs
- Annual Youth Forum

Email: [youth@cardinia.vic.gov.au](mailto:youth@cardinia.vic.gov.au)  
Phone: 5945 4236  
[www.cardinia.vic.gov.au](http://www.cardinia.vic.gov.au)



### *Youth Links*

Springvale Community Aid and Advice Bureau Youth Drop In Service provides a safe environment for young people to causally drop in.

- Open Tuesday to Friday, 2pm-5pm :
- Assistance with internet job search
- Information about associated agencies
- Confidential and culturally sensitive
- Crisis Intervention
- Emergency Relief e.g. food vouchers etc
- Personal Support
- Confidential counselling, links to other services
- Advocacy

49 Douglas Street  
Noble Park 3174  
Phone: 9547 0511  
[www.scaab.org.au](http://www.scaab.org.au)

### *Casey North Community Information & Support Service*

Available to all members of the local community. We aim to assist all people to access the information or service that they need.

Suite S1006  
Office Centre  
Overland Drive  
Fountain Gate 3805

Phone: 9705 6699  
[www.caseynorthciss.com.au](http://www.caseynorthciss.com.au)



## Health and Wellbeing

### Cranbourne Info & Support Service

An all ages, community based information and referral service staffed by trained volunteers including community information queries, referrals, counselling, emergency relief, advocacy, share accommodation register, tax help, volunteer register, volunteer program, youth support.

All services are available to people with disabilities.

156A Sladen Street  
Cranbourne 3977  
Phone: 5996 3333

<http://home.vicnet.net.au/~ciss/>

### Casey Cardinia Community Health Service

Offers:

- Youth and family counselling
- Financial counselling
- Health information- doctors, dentists, nurses, physiotherapy, podiatry, sexual health, drug and alcohol counselling.

Appointments available in:

- Cranbourne
- Berwick
- Cockatoo
- Cranbourne
- Doveton
- Pakenham

Phone: 8768 5147  
[www.southernhealth.com.au/chs/cardinia\\_casey.htm](http://www.southernhealth.com.au/chs/cardinia_casey.htm)

### Youth Substance Abuse Service

24hr information, support & referral line: 1800 014 446  
[www.ysas.org.au](http://www.ysas.org.au)

Do you have a problem related to the use of alcohol or drugs? Are you or your family affected by someone else's drug use? YSASline provides information, counselling and referral to YSAS services and youth-specific alcohol and drug services throughout Victoria.

## Connections

Support for individuals and families.

- Clean Slate, for young offenders
- Cardinia Youth Services, a range of support services to individuals and families
- Burremah Education, short term intervention for young people experiencing difficulties at school
- Reconnect, early intervention for young people at risk of homelessness due to family conflict

### **Cranbourne**

184 Sladen St  
Cranbourne 3977  
Phone: 5990 8400

### **Dandenong**

56 Robinson St  
Dandenong 3175  
Phone: 8792 8999

### **Narre Warren**

58 Webb St  
Narre Warren 3805  
Phone: 9704 8377

### **Pakenham**

Unit 2, 4 Stephenson St  
Pakenham 3810  
Phone: 5940 3642

*[www.connections.org.au](http://www.connections.org.au)*

## Helplines

### **Gay & Lesbian Switchboard**

Phone: 1800 184 527  
Metropolitan Melbourne: 9663 2939  
*<http://home.vicnet.net.au/~glswitch/index.htm>*

### **Kids Helpline**

Phone: 1800 551 800  
*[www.kidshelp.com.au](http://www.kidshelp.com.au)*

### **Lifeline Crisis Counselling**

Phone: 13 11 14  
*[www.lifeline.org.au](http://www.lifeline.org.au)*

### **Suicide Helpline**

Phone: 1300 651 251  
*<http://suicideline.org.au>*

## Legal Assistance

### *Springvale Monash Legal Service Inc.*

SMLS is a community organisation providing free, confidential legal advice to all members of the community. Free interpreters are available when needed. Ongoing legal assistance may be offered to low-income earners and health care card holders. Where appropriate, referrals will be made to private practitioners.

5 Osborne Avenue, Springvale 3171  
Phone: 9562 3144  
[www.smls.com.au](http://www.smls.com.au)

### *Youth Law*

#### **Young Peoples' Legal Rights Centre**

Provide free and confidential legal advice to young people up to the age of 25.

19 King Street, Melbourne 3000  
Phone: 9611 2412  
[www.youthlaw.asn.au](http://www.youthlaw.asn.au)

### *Housing Services*

#### **Common Access Point, WAYSS (Housing)**

Free call: 1800 637 993  
After Hours: (03) 9791 5692

#### **Dandenong**

294-300 Thomas Street, Dandenong 3175  
Phone: 9791 6111

#### **Narre Warren**

58 Webb St, Narre Warren 3805  
Phone: 9703 0044  
[www.wayssltd.org.au](http://www.wayssltd.org.au)

#### **Front Yard Youth Services**

19 King Street, Melbourne 3000  
Free call from landline: 1800 800 531  
[www.frontyard.org](http://www.frontyard.org)

#### **Wesley Youth Services**

63 Robinson Street, Dandenong 3175  
Phone: 9794 7522  
[www.wesley.org.au](http://www.wesley.org.au)

#### **After Hours Access Point, Hanover South East (Housing)**

Free call: 1800 802 398  
35 Robinson Street  
Dandenong 3175  
Phone: 9792 0750  
[www.hanover.org.au](http://www.hanover.org.au)

## Multicultural Services

### *Centre for Multicultural Youth*

CMY undertakes a range of programs, projects and policy initiatives aimed at enhancing the life opportunities of young people from culturally and linguistically diverse backgrounds.

CMY can assist with education, training, employment, homelessness and family support.

#### **Visy Cares Centre**

39A Clow St  
Dandenong 3175  
Phone: 9794 0057  
[www.cmy.net.au](http://www.cmy.net.au)

### *South Eastern Region Migrant Resource Centre*

Provides one to one assistance for young people between the ages of 12 – 25 to address key resettlement issues including housing, access to education and employment, access to recreational opportunities and family conflict.

The Youth Team also conducts a range of group activities including information sessions, life skills and leadership programs as well as sports and other recreational activities.

#### **Dandenong**

Level 1, 314 Thomas Street  
Dandenong 3175  
Phone: 9706 8933

#### **Narre Warren**

60 Webb St  
Narre Warren 3805  
Phone: 9705 6966  
[www.sermrc.org.au](http://www.sermrc.org.au)

**New Hope Migrant & Refugee Centre**

Settlement services including:

- Information, Advice, Advocacy & Referral
- Housing & Accommodation
- Income Support & Centrelink
- Immigration Advice
- English Classes
- Legal Issues
- School Enrolment
- Family Issues
- Material Aid & Emergency Relief
- Employment & Training

18 Chester St  
Oakleigh 3166  
Phone: 9563 4130  
[www.nhf.org.au](http://www.nhf.org.au)

***Southern Ethnic Advisory and Advocacy Council (SEAAC)***

Provides support services to young people 12-25 years of age from migrant, refugee, humanitarian and emerging communities.

- Individual Support - casework, information, referral and advocacy
- Group Support - recreation and arts programs
- Programs - life skills

18 Chester St  
Oakleigh 3166  
Phone: 9563 4130  
[www.seaac.org.au](http://www.seaac.org.au)

***Foundation House***

Foundation House provides direct services to clients in the form of counselling, advocacy, family support, group work, psycho-education, information sessions and complementary therapies. Direct services to clients are coupled with referral, training and education roles aimed at developing and strengthening the resources of various communities and service providers.

155 Foster Street  
Dandenong 3175  
Phone: 8788 3333  
[www.foundationhouse.com.au](http://www.foundationhouse.com.au)



## Traveling

For information about trains, buses and trams in Melbourne

### Metlink

Phone: 13 16 38  
[www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au)

### Night Rider

Provides a safe, cheap alternative for late night travel home on the weekends. Buses travel along nine major routes from the city to Melbourne's outer suburbs, departing every hour between 12.30am and 4.30am on Saturday and Sunday mornings.

Routes include City to: Knox, Bayswater, Belgrave, Frankston, Mornington, Rosebud

[www.metlinkmelbourne.com.au/maps-stations-stops/after-midnight-buses-nightrider](http://www.metlinkmelbourne.com.au/maps-stations-stops/after-midnight-buses-nightrider)

### Dandenong Taxi

Phone: 9791 2111  
[www.dandenongtaxi.com.au](http://www.dandenongtaxi.com.au)

## Hospitals

### Dandenong Hospital

David Street  
Dandenong 3175  
Phone: 9554 1000

### Monash Medical Centre

246 Clayton Road  
Clayton 3168  
Phone: 9594 6666

### Casey Hospital

52 Kangan Drive  
Berwick 3806  
Phone: 8768 1200

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

## Leaving School Before Year 12?

Before you make a decision to leave school early, you should consider how the changes brought about by the National Partnership Agreement on Youth Attainment and Transitions, Youth Participation Requirement might affect you.

The National Youth Participation Requirements include

- All young people are required to participate in schooling until they complete Year 10
- If you are under 17 you must be in full time education, training or employment or a combination of these activities.

This means that if you do not have year 12 or equivalent qualification, you will not be eligible for income support from Centrelink, unless you are participating in full time education or training. Similarly, if you are aged 16-20 and have not completed year 12 or its equivalent and are not in full time education or training, you will not be considered an eligible child for Family Tax Benefit Part A

Exemptions will apply for young people not able to meet their participation requirements due to personal circumstances. Contact Centrelink on 13 24 90 for more information.

If you choose to leave school before you finish Year 12, you will still find lots of helpful information in the rest of this book – this section is designed to give information on programs available for young people who have left school early. Just because you leave school doesn't mean you can't keep learning, or get assistance when you need it.

### TAFE courses for early school leavers

TAFE's offer a number of different courses:

- CGEA - Certificate of General Education for Adults (year 10 Level), designed to improve literacy, numeracy and general education skills.
- VCAL –Victorian Certificate of Applied Learning
- VCE – Victorian Certificate of Education
- A range of certified courses to help with employment or further study.
- Pre-apprenticeships
- Apprenticeships



### *Holmesglen*

The Holmesglen Vocational College within the Moorabbin Campus offers VCAL to young people 16 - 18 years of age who have completed Year 10, focusing on educational and social development and preparation for employment.

Streams Include:

- Automotive Accessories
- Beauty Therapy
- Building
- Community Services
- Sport & Recreation
- And many more...

Phone: 9209 5105  
[www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)

### *Chisholm Institute – Berwick TEC*

The Berwick Technical Education Centre (TEC) for young people 16-20 years of age offers VCAL through a general or themed program in:

- Electrical
- Carpentry
- Plumbing
- Nursing
- Children's Services
- Hair & Beauty
- Health & Community
- Landscaping
- Multi-trade

In addition to VCAL they provide courses for pre-apprenticeships, apprenticeships or certificate courses.

Phone: 1800 THE TEC  
[www.chisholm.edu.au](http://www.chisholm.edu.au)

*IMPORTANT NOTE: If you have a disability or medical condition please contact the student services Disability Liaison Officer (DLO) upon enrolment. The DLO will help you arrange your support needs while attending classes.*

### *Adult & Community Education (ACE)*

ACE provides less formal learning activities in a friendly local environment. ACE helps young adults get back into learning, gain new skills and knowledge, gather their confidence and plan what other studies or work they might like to do.

**Keysborough Learning Centre**

Offers VCAL, Certificate of General Education for Adults, Literacy & Numeracy, Information Technology and Employment Training courses.

Phone: 9798 7005

[www.klckey.com.au](http://www.klckey.com.au)

**Merinda Park Learning & Community Centre**

Offers VCAL, Certificate of General Education for Adults, Literacy & Numeracy, Information Technology, Youth Pathways and Employment Training courses.

Phone: 5996 9056

[www.merindapark.com.au](http://www.merindapark.com.au)

**Best Chance Training**

Offers Programs in:

- Hospitality
- Aged Care
- Children's Services

Ph: 8562 5100

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

**Narre Community Learning Centre**

Offers VCAL, Certificate of General Education for Adults, Literacy, Information Technology and Employment Training Courses.

Get Into Life provides an opportunity for young people to improve their knowledge and skills in a relaxed environment in accordance with adult learning principles. Classes are held 3 days per week, on Wednesdays, Thursdays, and Fridays. Students focus on building life skills, literacy skills and numeracy skills.

Phone: 9704 7388

[www.narreclc.net.au](http://www.narreclc.net.au)

**Community VCAL**

You can also study the VCAL program through Community providers. Please note, you do not have to go to the partner school in order to attend the VCAL program.

**Westall Community VCAL**

In partnership with Westall Secondary College, runs from Doveton Neighbourhood Learning Centre. Contact the program manager at Westall SC.

Phone: 9546 3233 or 0409 947 477



**Link Employment & Training**

In partnership with Lyndale Secondary College, runs from venues in Dandenong and Noble Park.

- Industry Areas include:
- Hospitality
- Building and Construction
- Automotive
- Contact the program manager at Link.

Phone: 1300 135 008

[www.linkemploy.org.au/vcal.asp](http://www.linkemploy.org.au/vcal.asp)

**Connections**

Connections provides an education and personal development program for young people, aged 13 to 19 years, who have been disconnected from mainstream schooling for more than three months.

[www.careeradviceaustralia.gov.au/connections/default.htm](http://www.careeradviceaustralia.gov.au/connections/default.htm)

**William Angliss TAFE Youth Pathways Program**

Targets Young people aged 15-19 who are seeking employment in the hospitality industry. A nine week course Certificate II in Hospitality (operations)

- Certificate I Vocational Preparation
- Compliance Training
- Coffee Training

**Casey Cafe**

65 Berwick- Cranbourne Rd

Cranbourne 3977

Phone: 9606 2556

Or for other courses;

555 La Trobe St

Melbourne

Phone: 9606 2111



## Youth Support

### Youth Pathways

Youth Pathways (YP) provides assistance to:

- 13 – 19 year olds making the transition from school to work and with education, training and employment advice.

This includes:

- Young people still at school,
- Students thinking about leaving school
- 13-19 year olds who have been out of school less than 1 year (you are not eligible if you have completed Yr 12).

Support may include:

- assistance to continue school
- pursuit of further education or training
- help gaining employment

YP provides intensive support and individualised assistance.

### Link Employment & Training

290 Thomas Street  
Dandenong 3175

10 Keys Street  
Frankston 3199

Phone: 1300 135 008  
[www.linkemploy.org.au/youthpathways.asp](http://www.linkemploy.org.au/youthpathways.asp)

### Menzies Early School Leaver's Program

The Early School Leaver's Program provides voluntary, intensive support to young people from the Youth Justice system. Support includes:

- Advocacy and liaison
- Support within the school system
- Secondary consultation
- Exploring alternative educational settings and employment and training agencies
- Behavioural intervention
- Recreation
- Transportation

Phone: 5971 5964  
[www.menzies.org.au](http://www.menzies.org.au)

## Youth Transition Support Initiative

Youth Transition Support Initiative is for young people 15-19 years old who have not completed Year 12 and are not studying or in full-time work.

Transition support workers link young people into services and help re-engage them in education, training or employment.

## Taskforce Community Agency

Cranbourne Integrated Care Centre  
140-151 Sladen St  
Cranbourne 3977

Transitions workers are also available in Dandenong, Narre Warren, Pakenham, Frankston, Mornington, Rosebud and Hastings.

Phone: 5990 6789  
[www.taskforce.org.au](http://www.taskforce.org.au)

